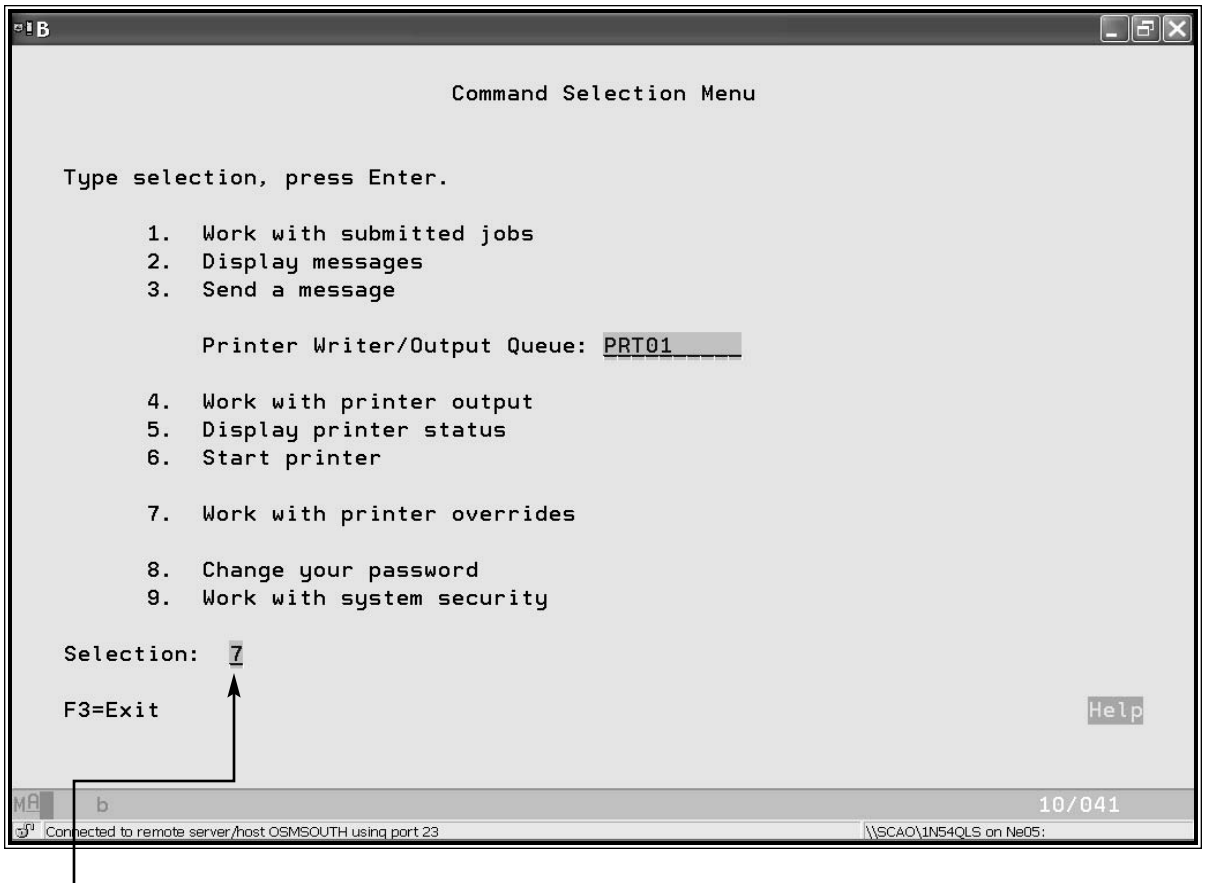
Chapter 17 - F6 System Commands

Printer Overrides

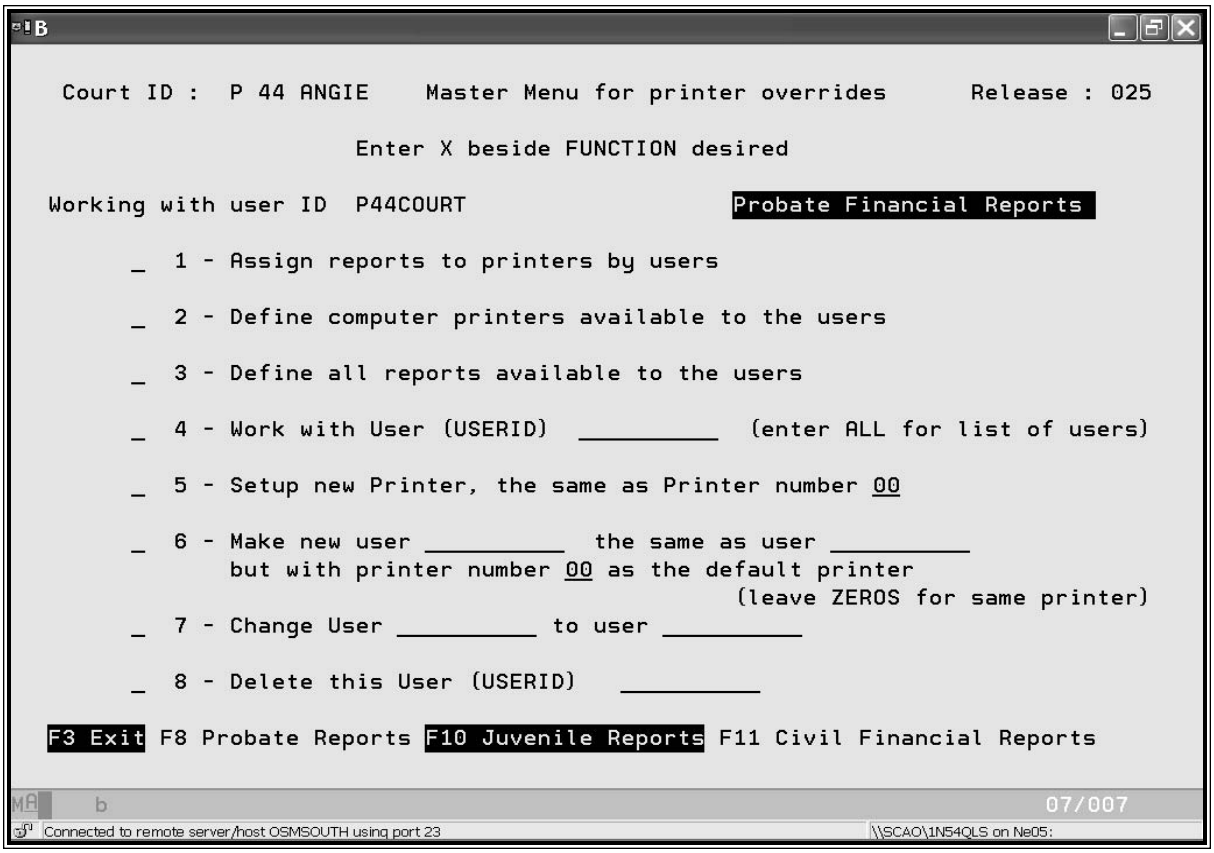
Printer Overrides can only be accessed from the <F6> - System Commands menu.

Accessing Printer Overrides:

Press <F6> from any screen throughout the system and the following screen will be displayed.



Enter "7" in the selection field and press <Enter>. The system will display the following screen.



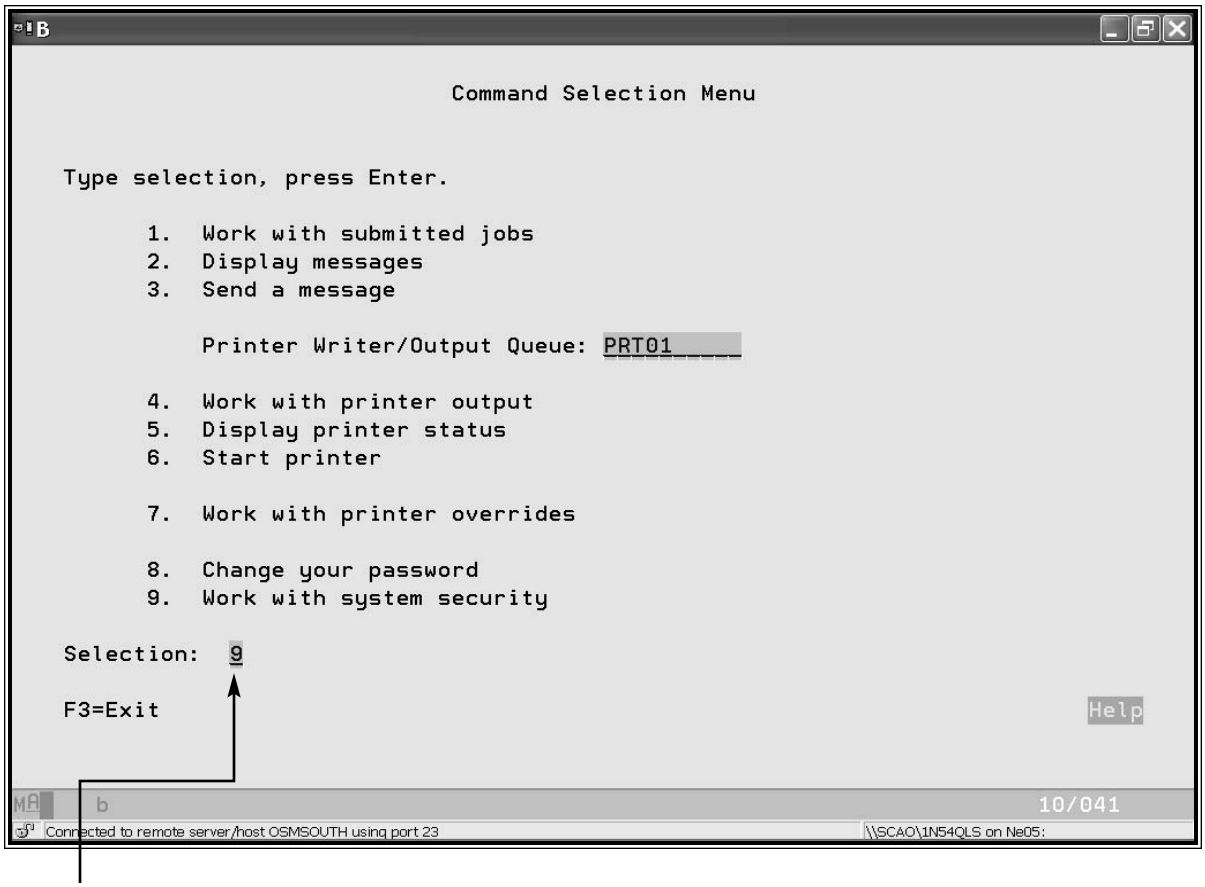
Printer overrides are used to assign reports/forms to a specific printer. Due to the fact that a simple change can affect many users, we ask that you contact JIS for assistance in dealing with printer overrides.

Security

Security can only be accessed from the <F6> - System Commands menu.

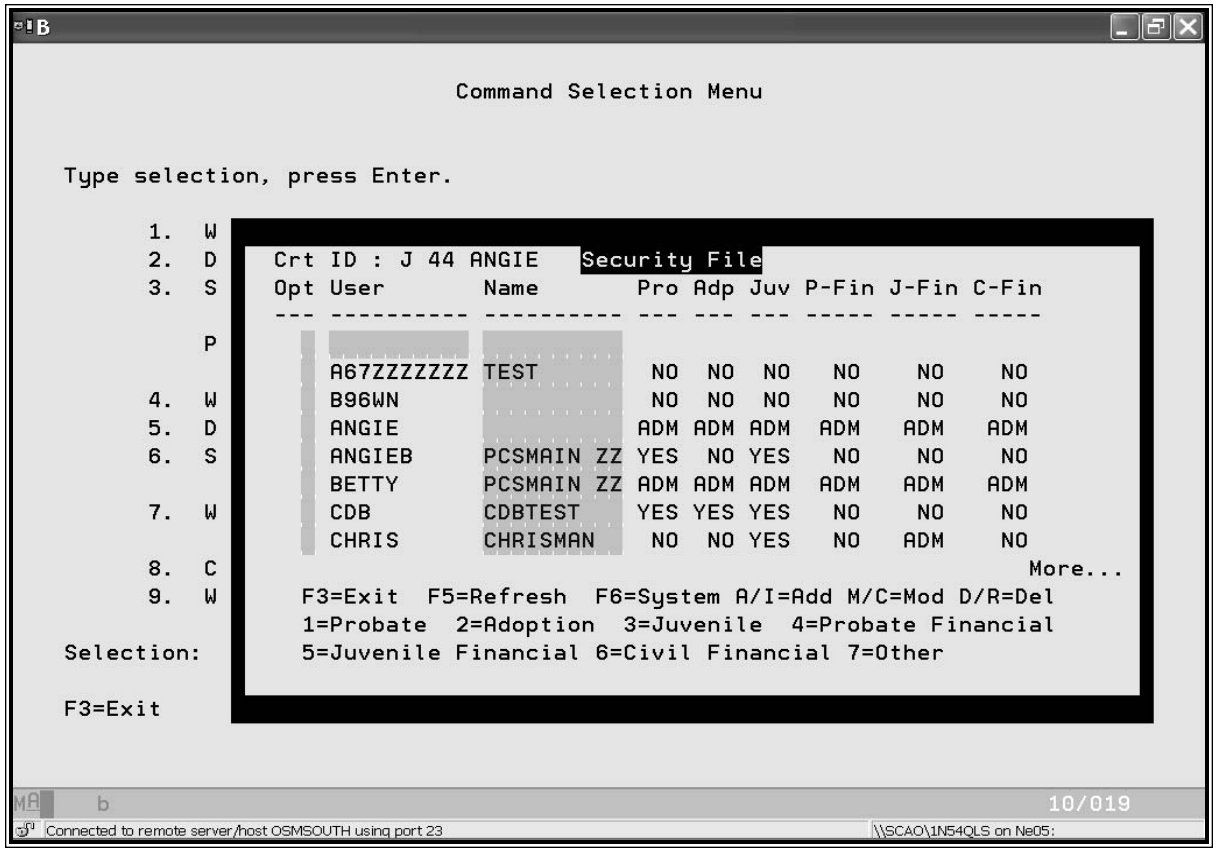
Accessing Security:

Press <F6> from any screen throughout the system and the following screen will be displayed.



Enter "9" in the selection field and press <Enter>. The system will display the following screen.

NOTE: If option 9 does not display on your System Commands Menu then you do not have authority to work with system security. Contact your system administrator for access.



Following are field descriptions for the above screen.

~Crt ID~

This aread displays your user ID.

~Opt~

Enter the option that you would like to modify for this user. The following are valid options.

1 = Probate	2 = Adoption	3 = Juvenile
4 = Probate Financial	5 = Juvenile Financial	6 = Civil Financial
7 = Other	A/I = Add	C/M = Modify
D/R = Delete		

These will be explained later in this chapter.

~User~

This is the user ID for all users that have access to this system.

~Name~

This is the name of the user.

~Pro~

This area will display what access a user has for Probate and Civil. The possible values for this field are:

Yes = User has some access
No = User has no access
ADM = User has administrative access

~Adp~

This area will display what access a user has for Adoptions. The possible values for this field are:

Yes = User has some access
No = User has no access
ADM = User has administrative access

~Juv~

This area will display what access a user has for Juvenile. The possible values for this field are:

Yes = User has some access
No = User has no access
ADM = User has administrative access

~P-Fin~

This area will display what access a user has for Probate Financial. The possible values for this field are:

Yes = User has some access
No = User has no access
ADM = User has administrative access

~J-Fin~

This area will display what access a user has for Juvenile Financial. The possible values for this field are:

Yes = User has some access
No = User has no access
ADM = User has administrative access

~C-Fin~

This area will display what access a user has for Civil Financial. The possible values for this field are:

Yes = User has some access
No = User has no access
ADM = User has administrative access

Function Keys

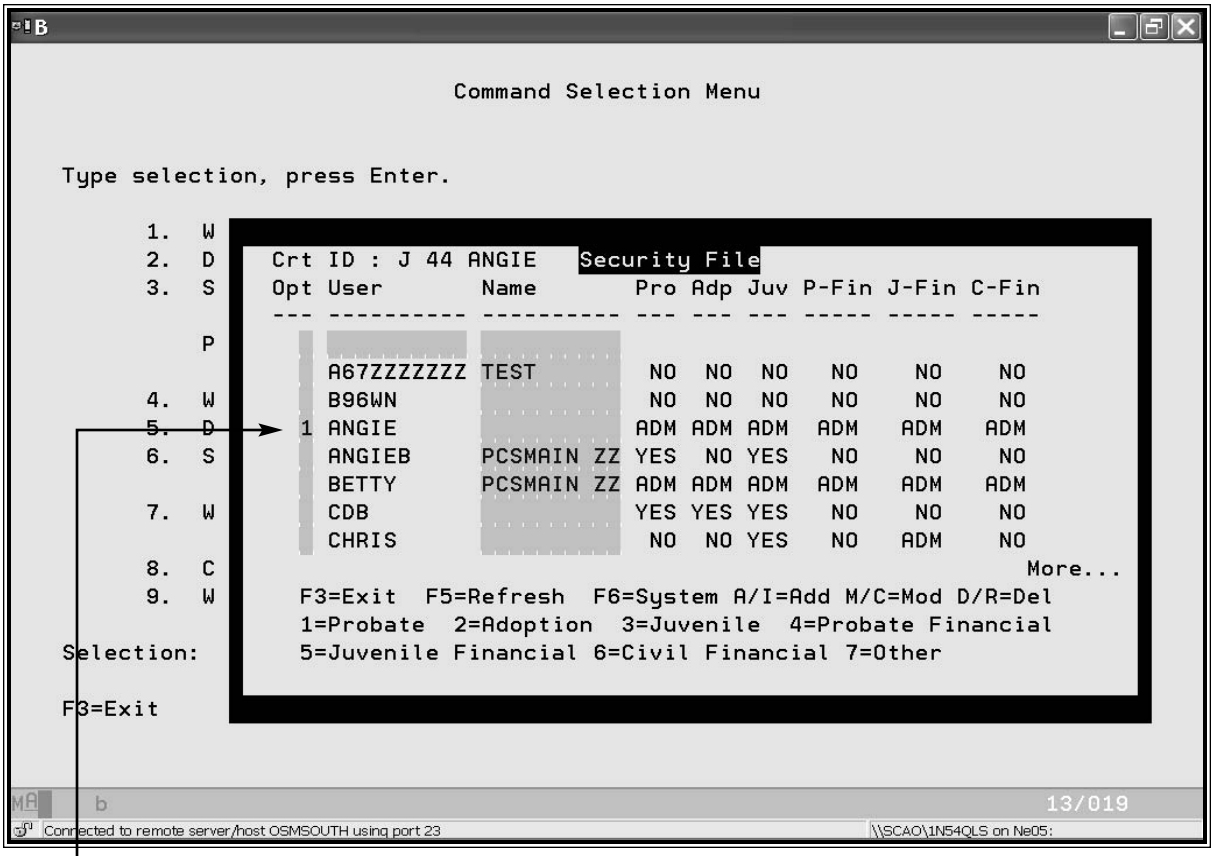
<F3> Use this key to exit any screen that you are on. If this key is pressed before you press <Enter>, information will not be saved.

<F5>Use this key to refresh your screen with the most current information.

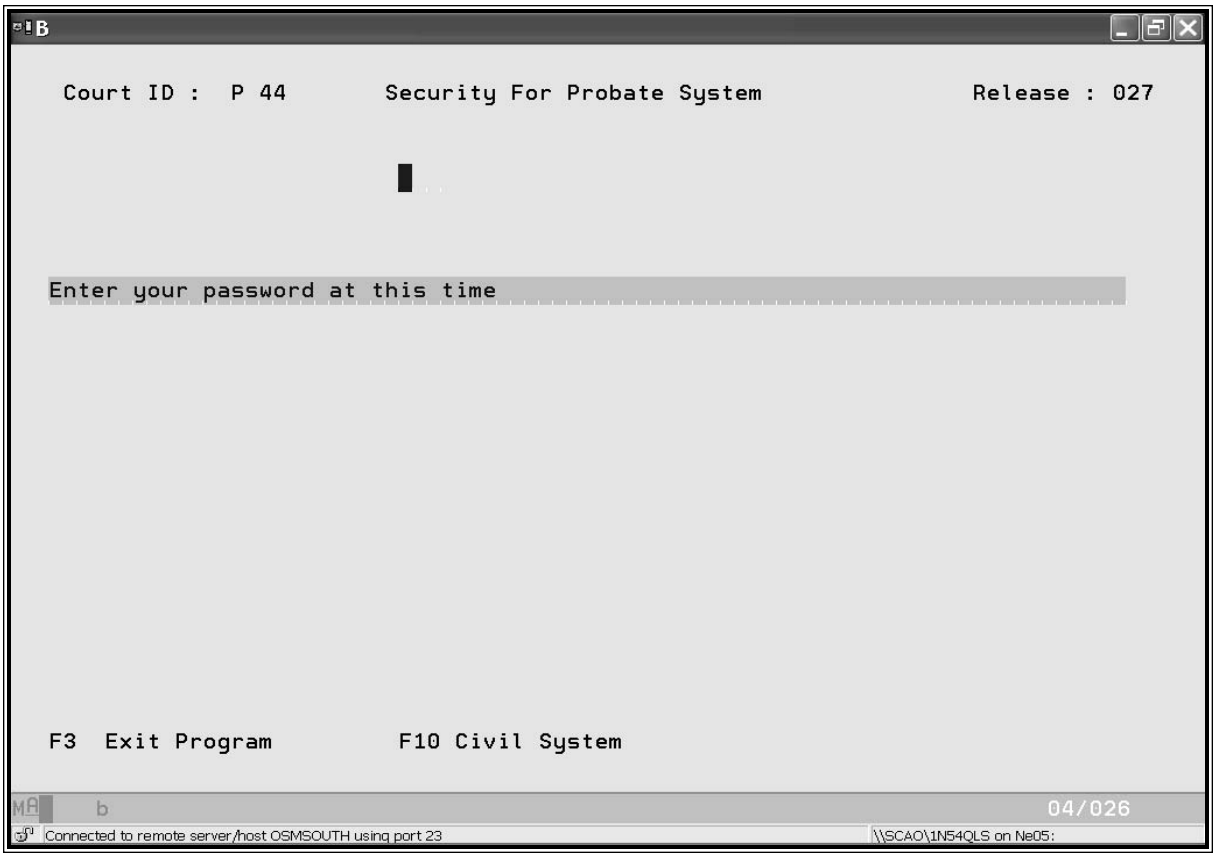
<F6> Use this key to access the system commands menu.

Probate Security

Probate security includes security to access the probate header, party and schedule screens as well as administrative authority over case numbers and printers.

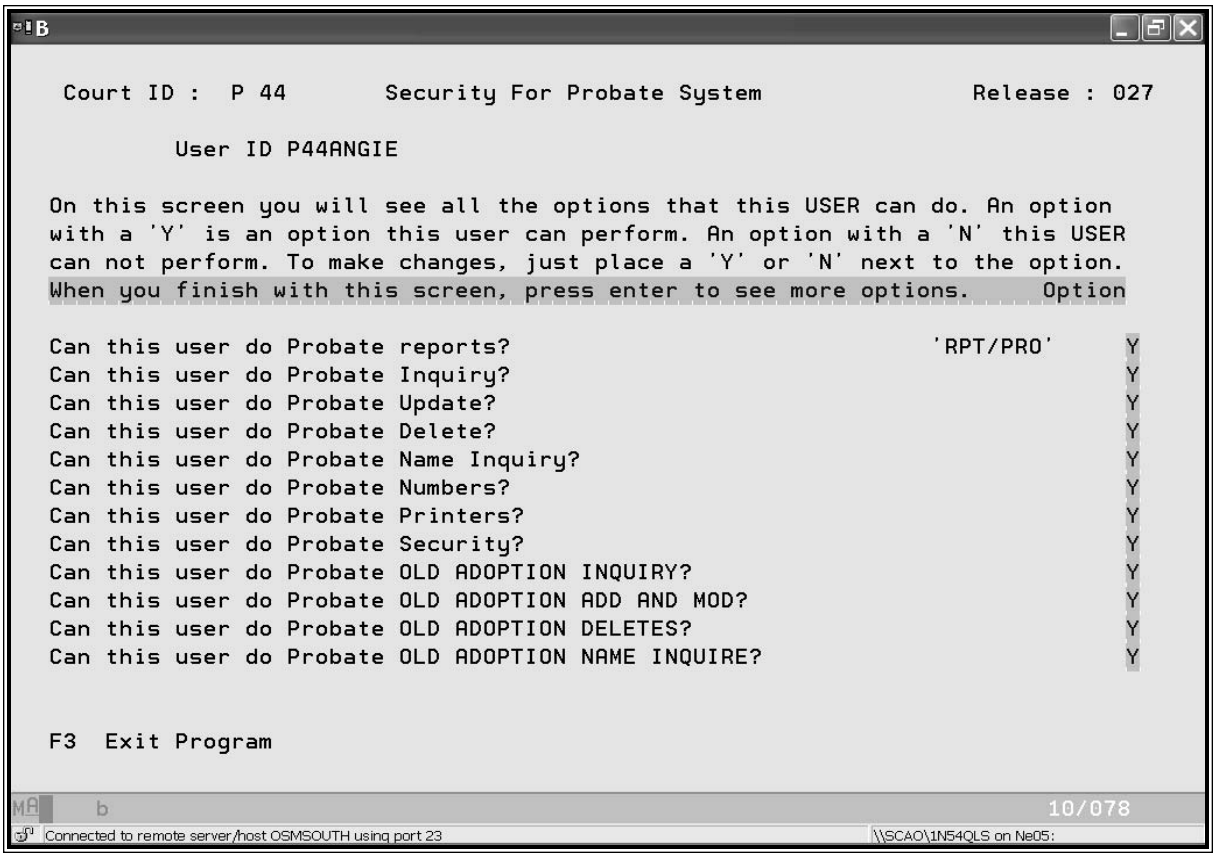


Enter “1” to the left of the user that you want to work with Probate/Civil security and press <Enter>. The system will display the following screen.



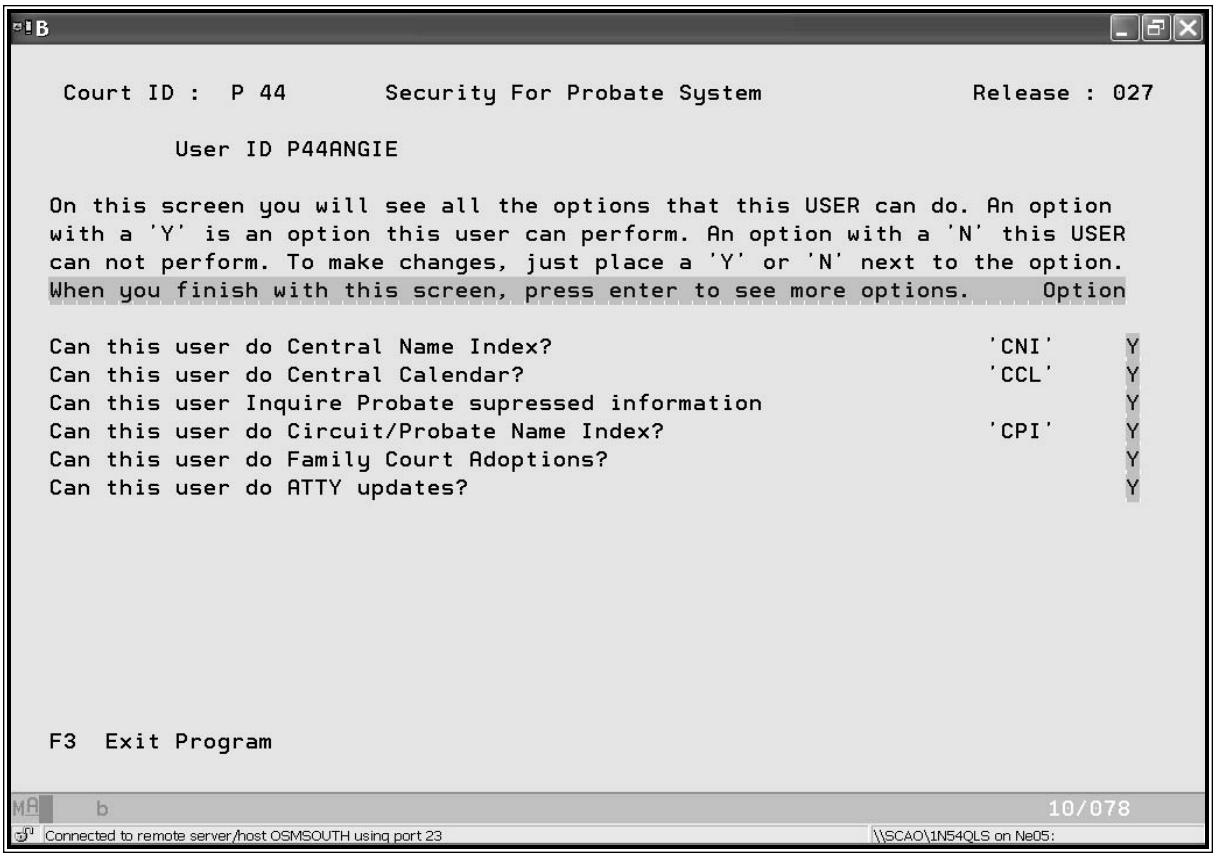
Enter your 3 letter/number password so that the system can verify that you have authority to access this feature.

Press <Enter> and the system will display the following screen.



Listed are questions about features that are available throughout the probate module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

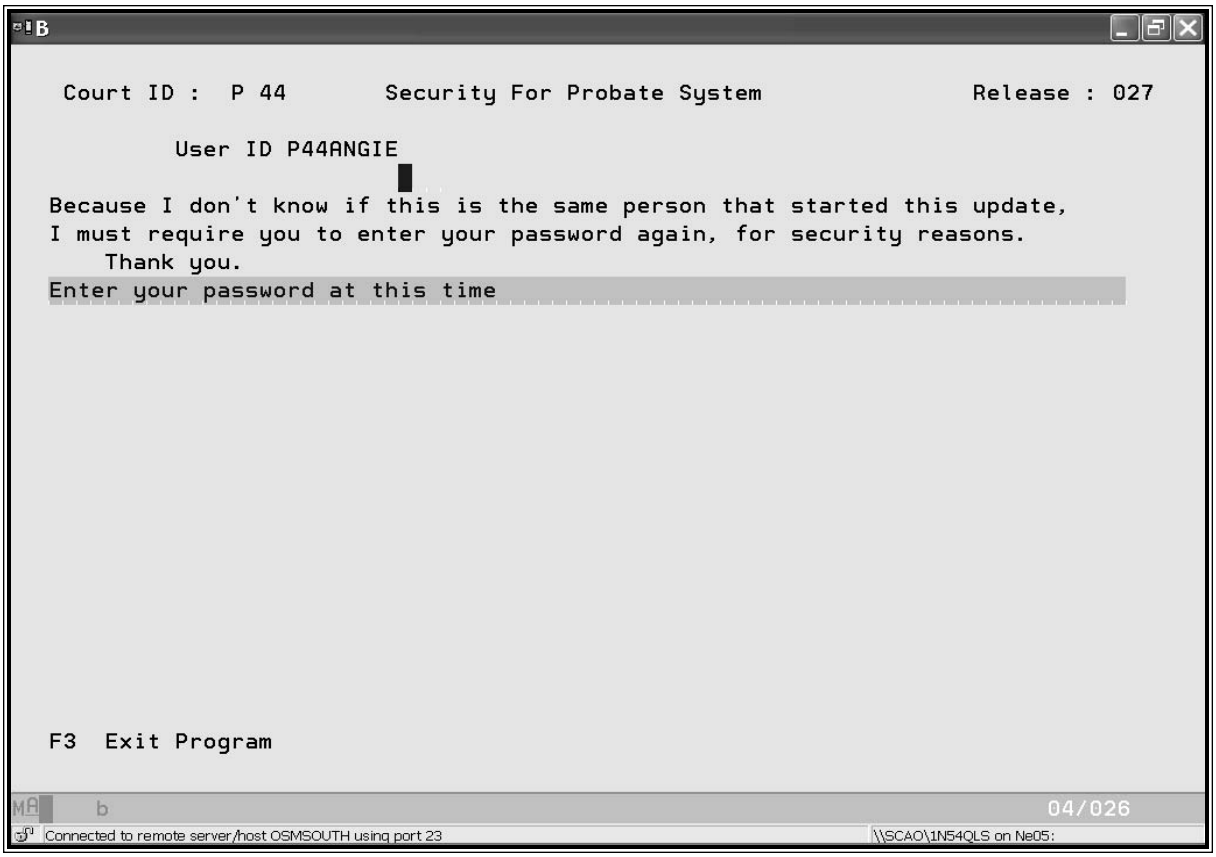


Again, listed are questions about features that are available throughout the probate module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

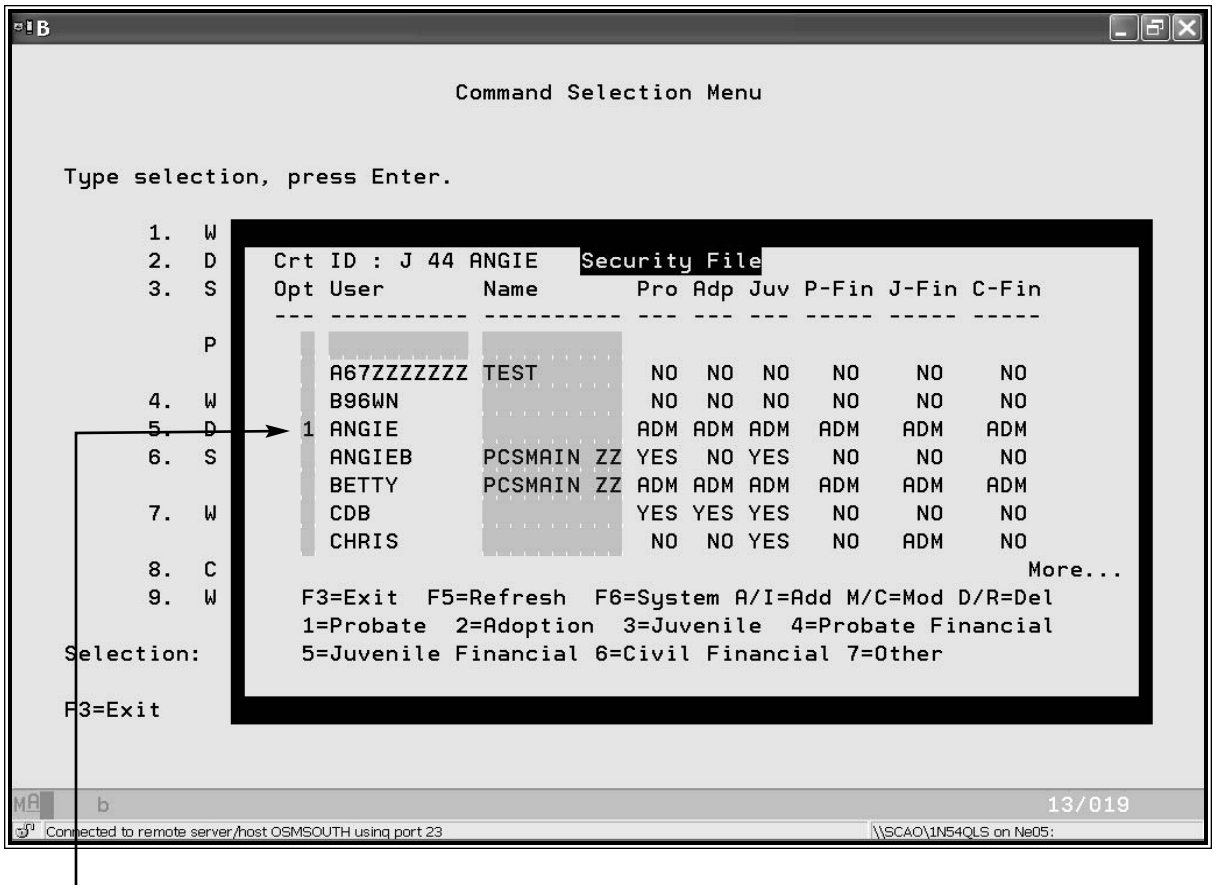


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction. Once you have entered your password, press <Enter> and the system will update the security record for the user your were working on and return you to the main security menu.

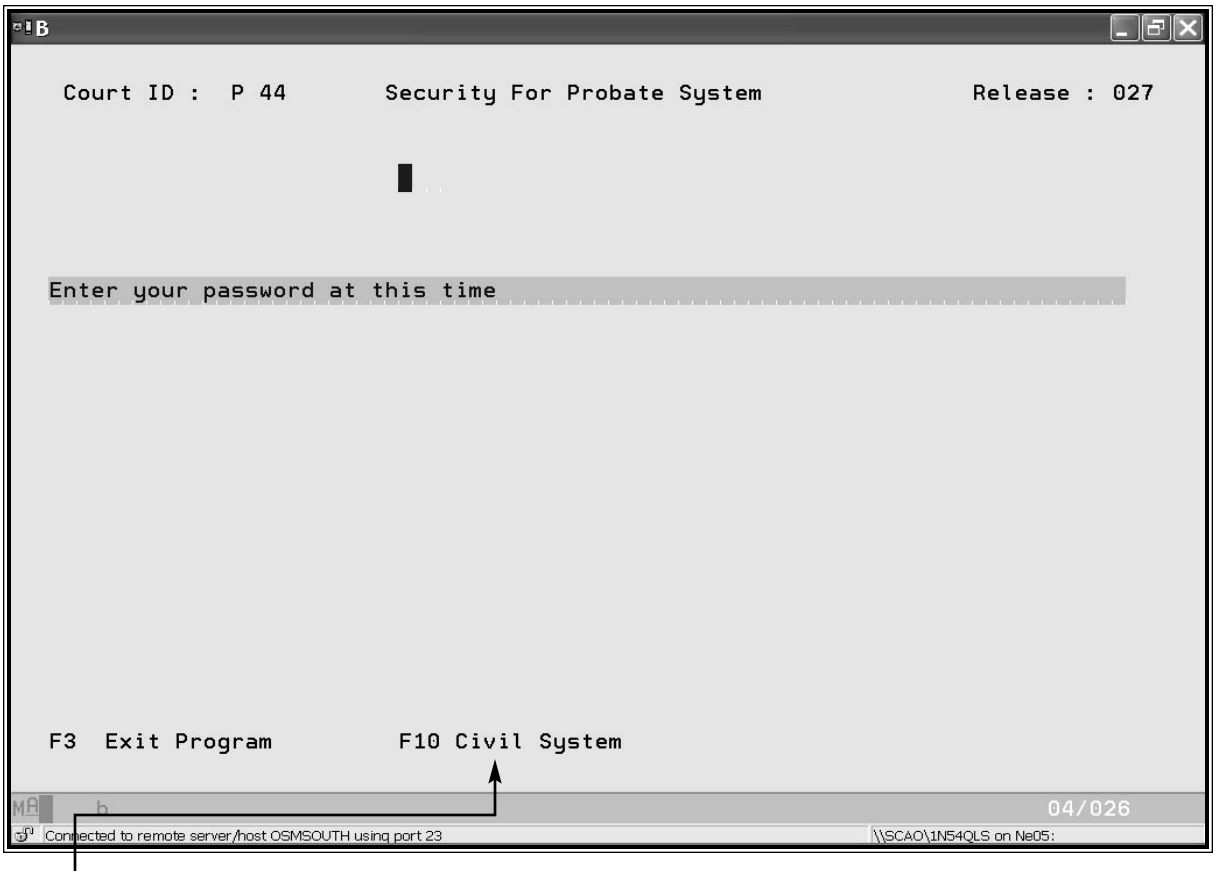
Civil Security

Civil security includes security access to civil header, party and schedule screens as well as admministrative authority over case numbers and printers.

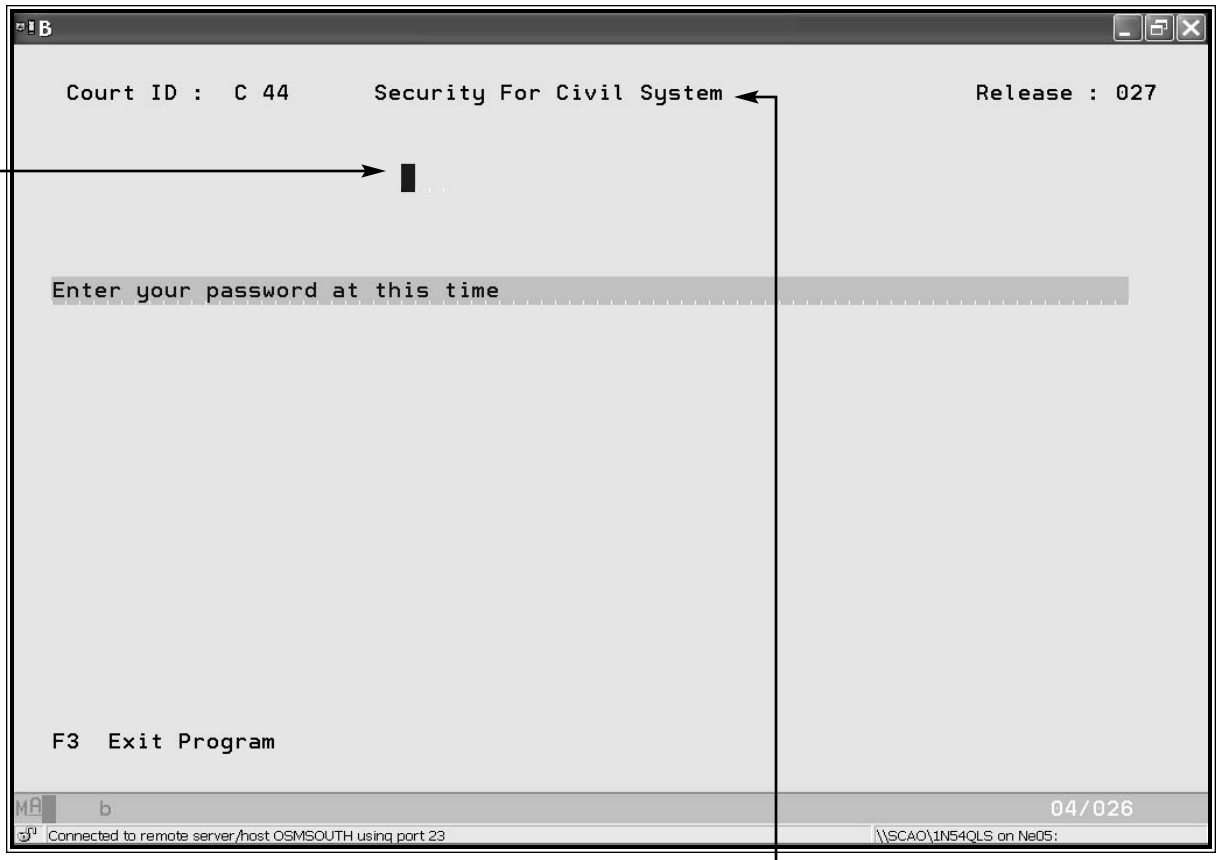
Civil security is accessed through the probate security.



Enter “1” to the left of the user that you want to work with Probate/Civil security and press <Enter>. The system will display the following screen.

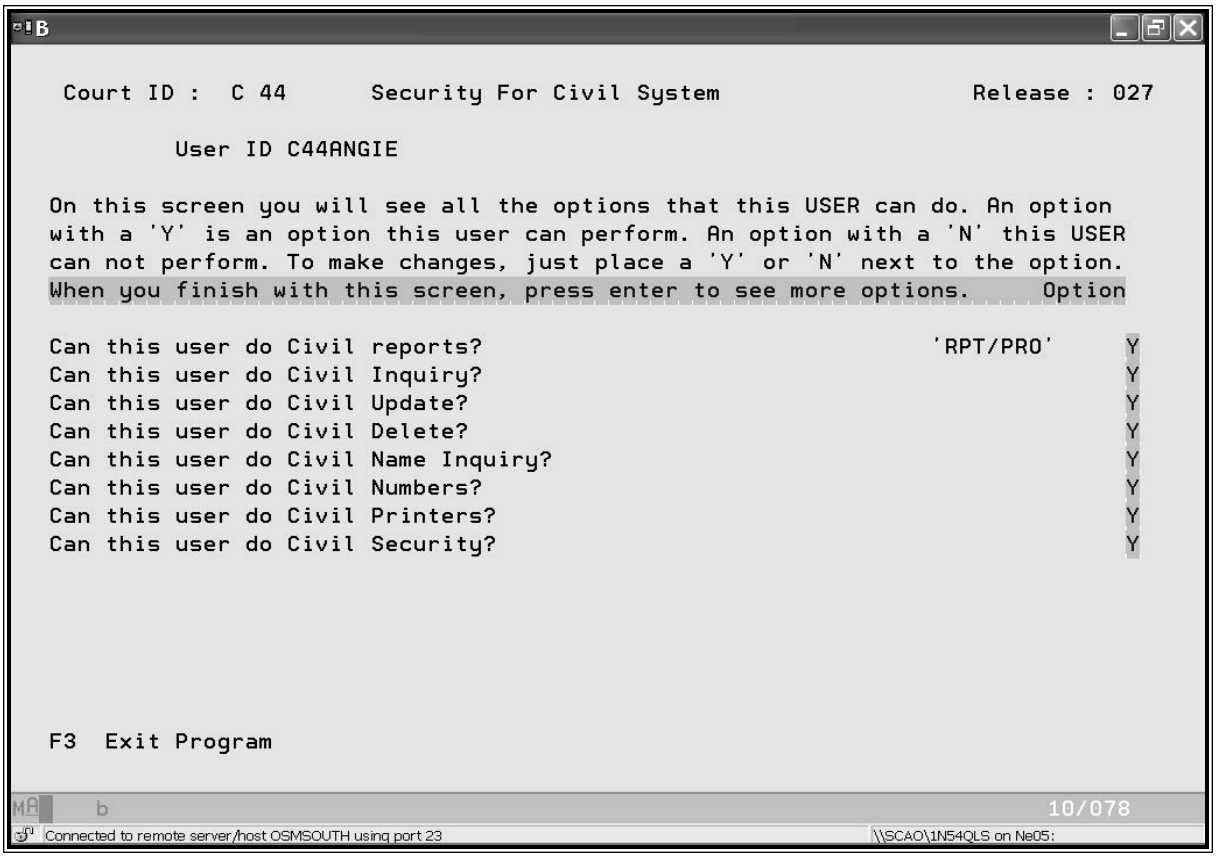


Press <F10> to work with the Civil System and the system will display the following screen.



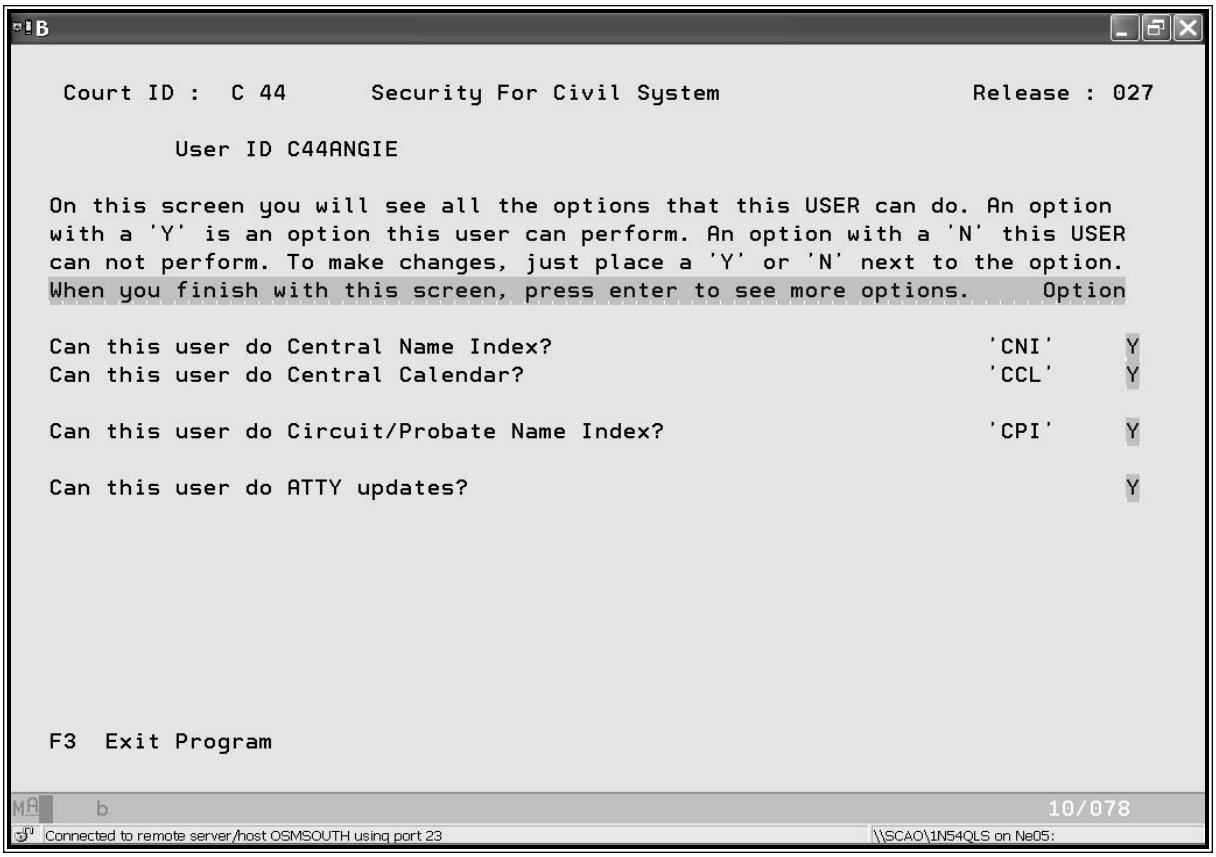
Notice that now you are in the “Security for Civil System” screen.

Enter your 3 letter/number password and then press <Enter>. The system will display the following screen.



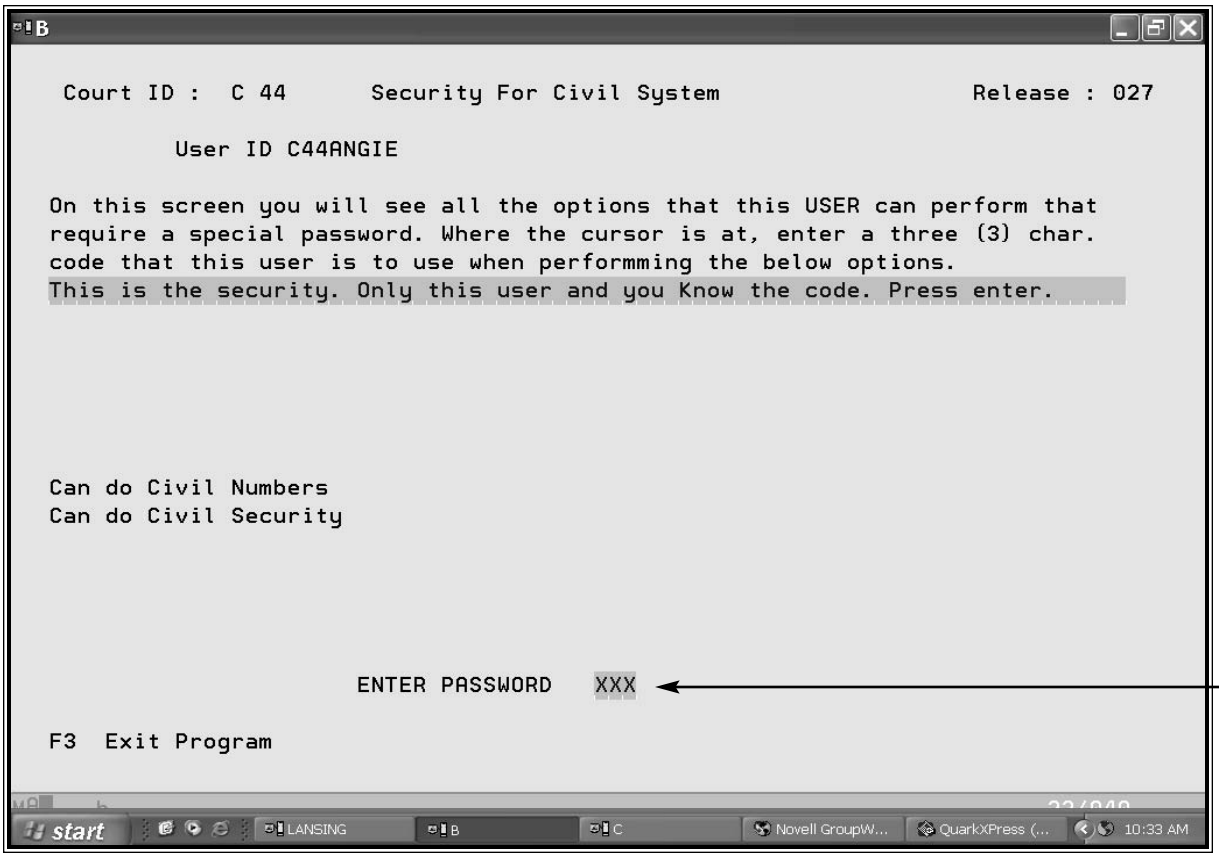
Listed are questions about features that are available throughout the civil module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.



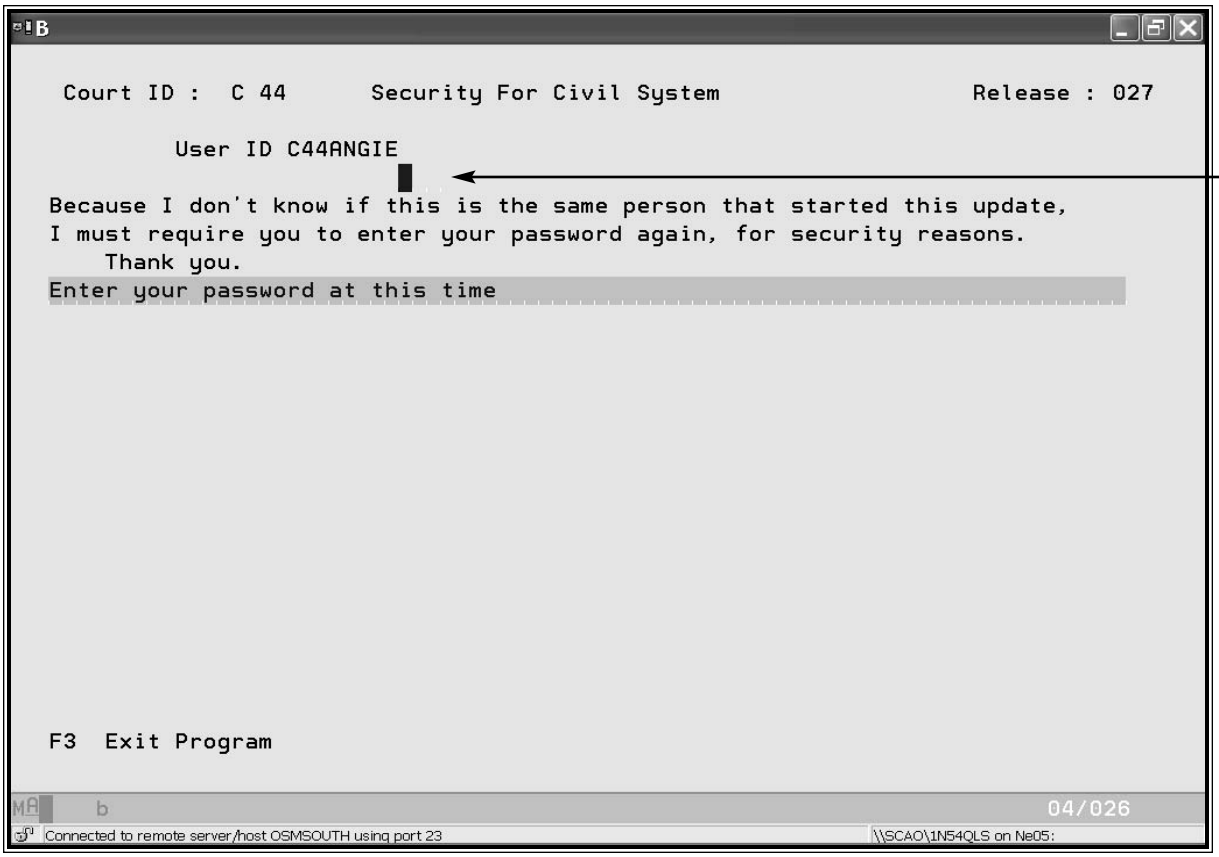
Again, listed are questions about features that are available throughout the civil module. Answer each question with either a "Y" for yes, this user can access this feature or "N" for no, this user can't access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

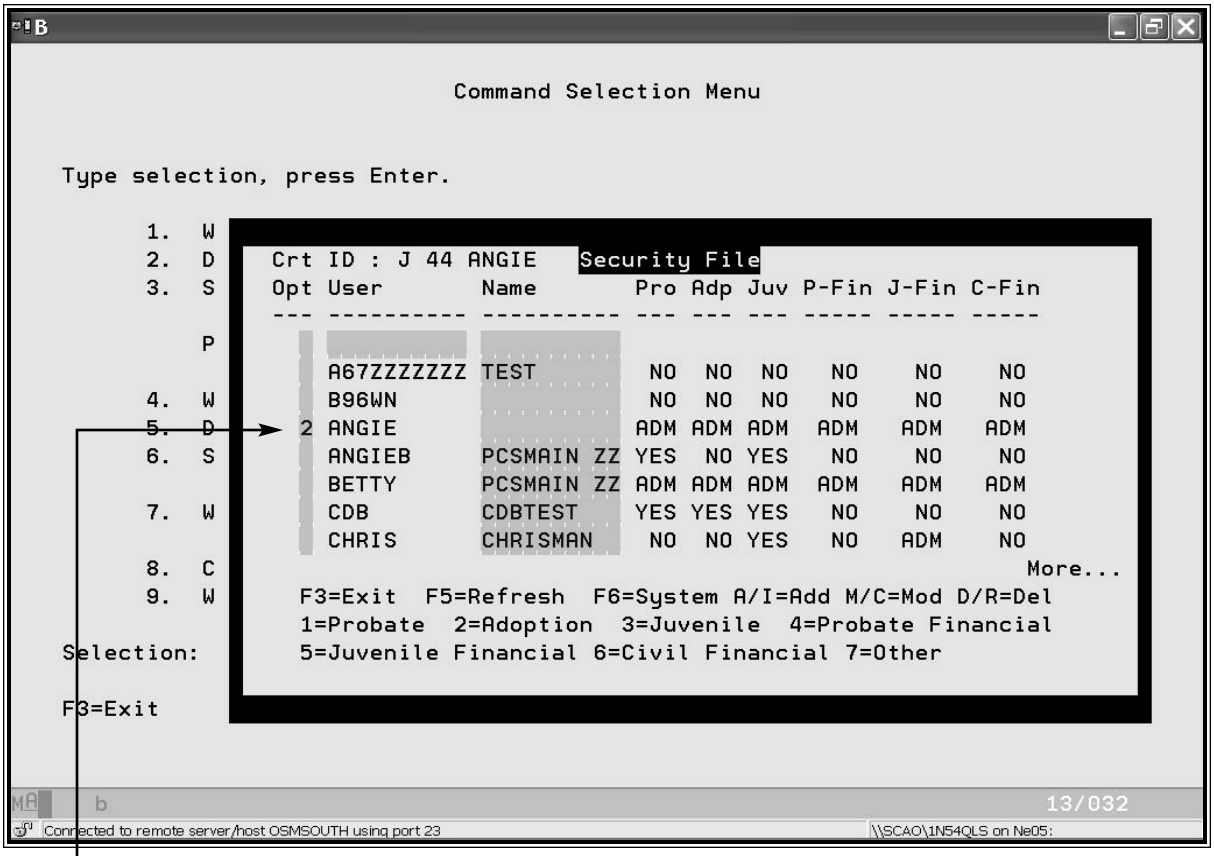


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

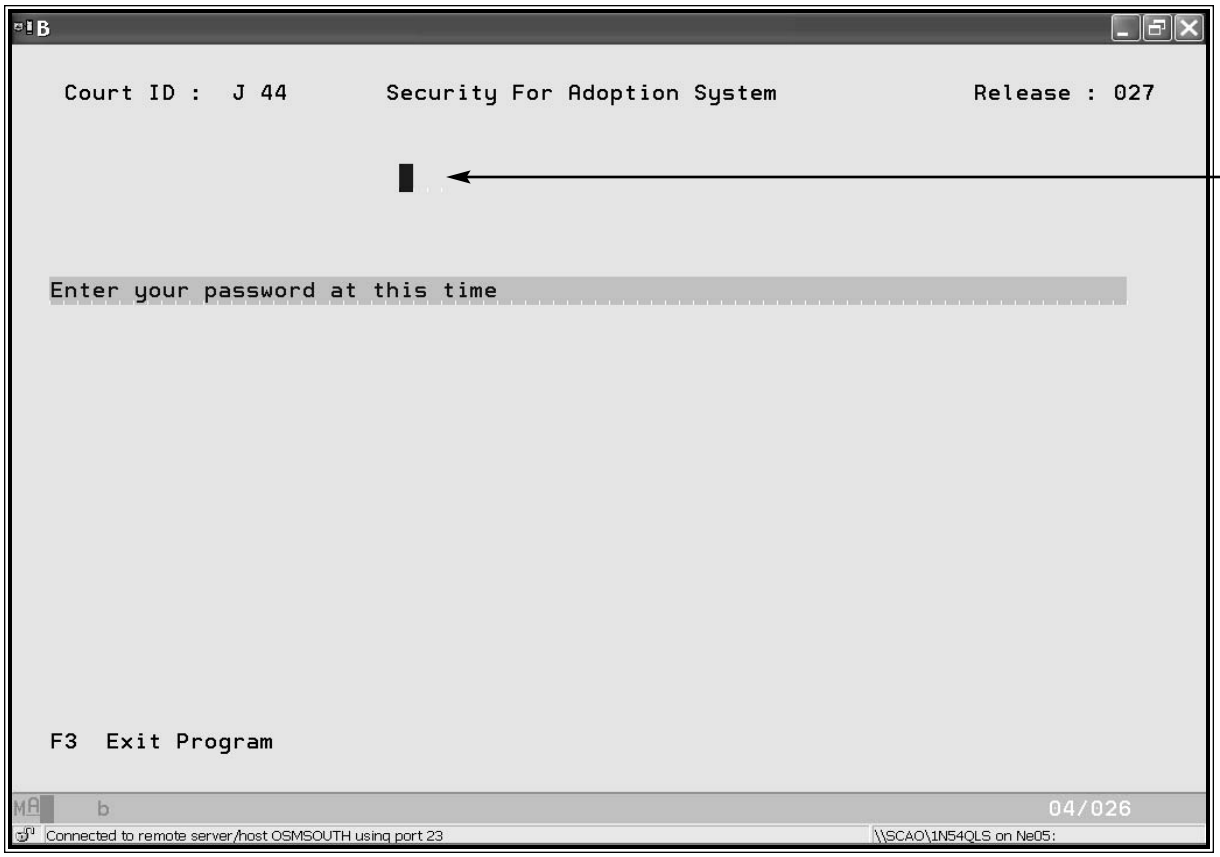
Once you have entered your password, press <Enter> and the system will update the security record for the user your were working on and return you to the main security menu.

Adoption Security

Adoption security includes security to access the adotpion module, including the case, party and event screens as well as administrative authority over case numbers and printers.

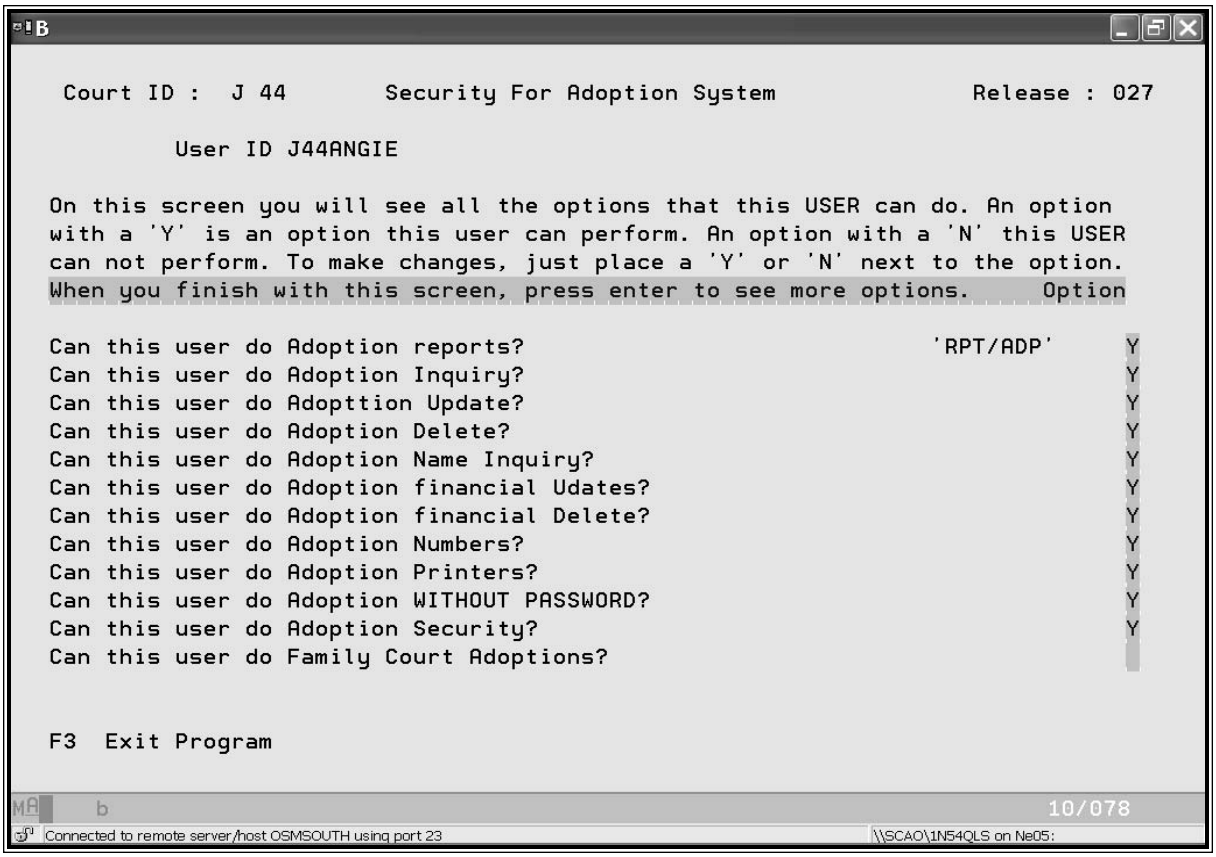


Enter “2” to the left of the user that you want to work with Adoption security and press <Enter>. The system will display the following screen.



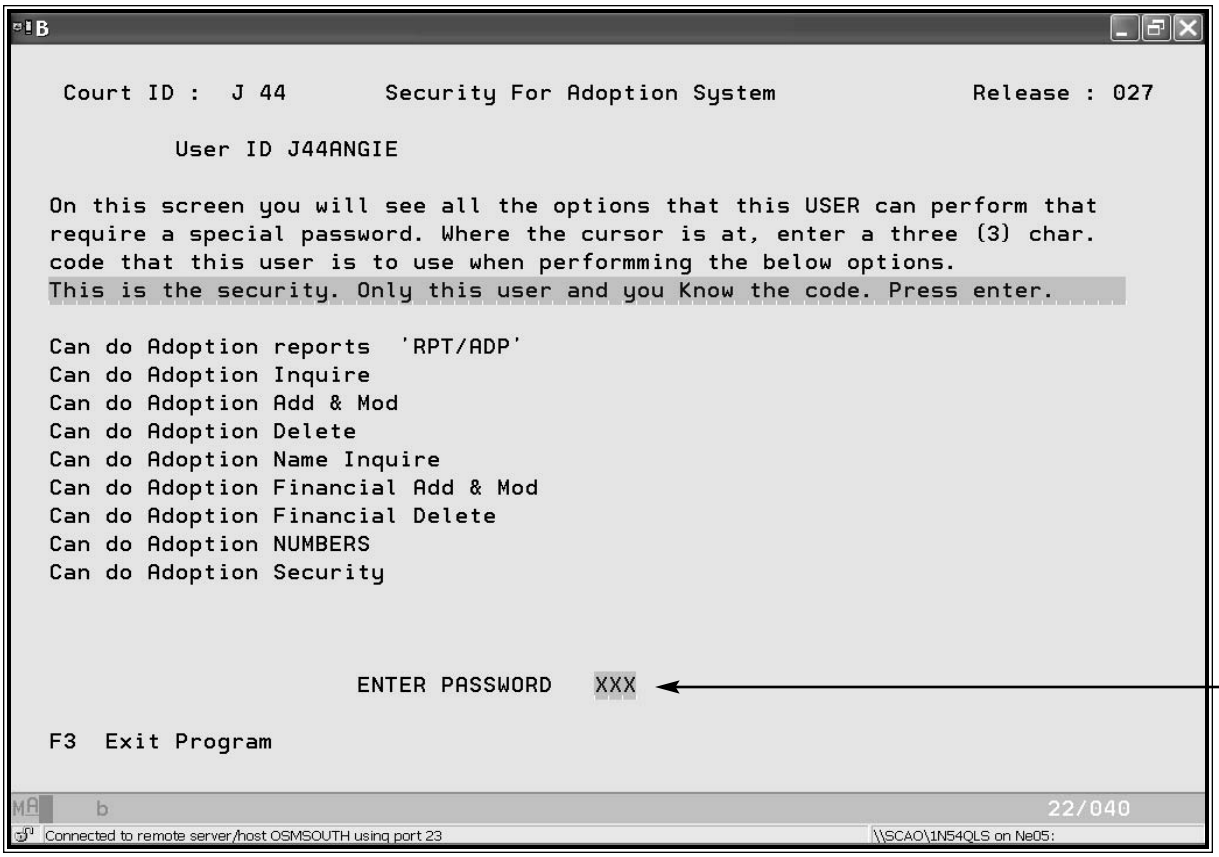
Enter your 3 letter/number password so that the system can verify that you have authority to access this feature.

Press <Enter> and the system will display the following screen.



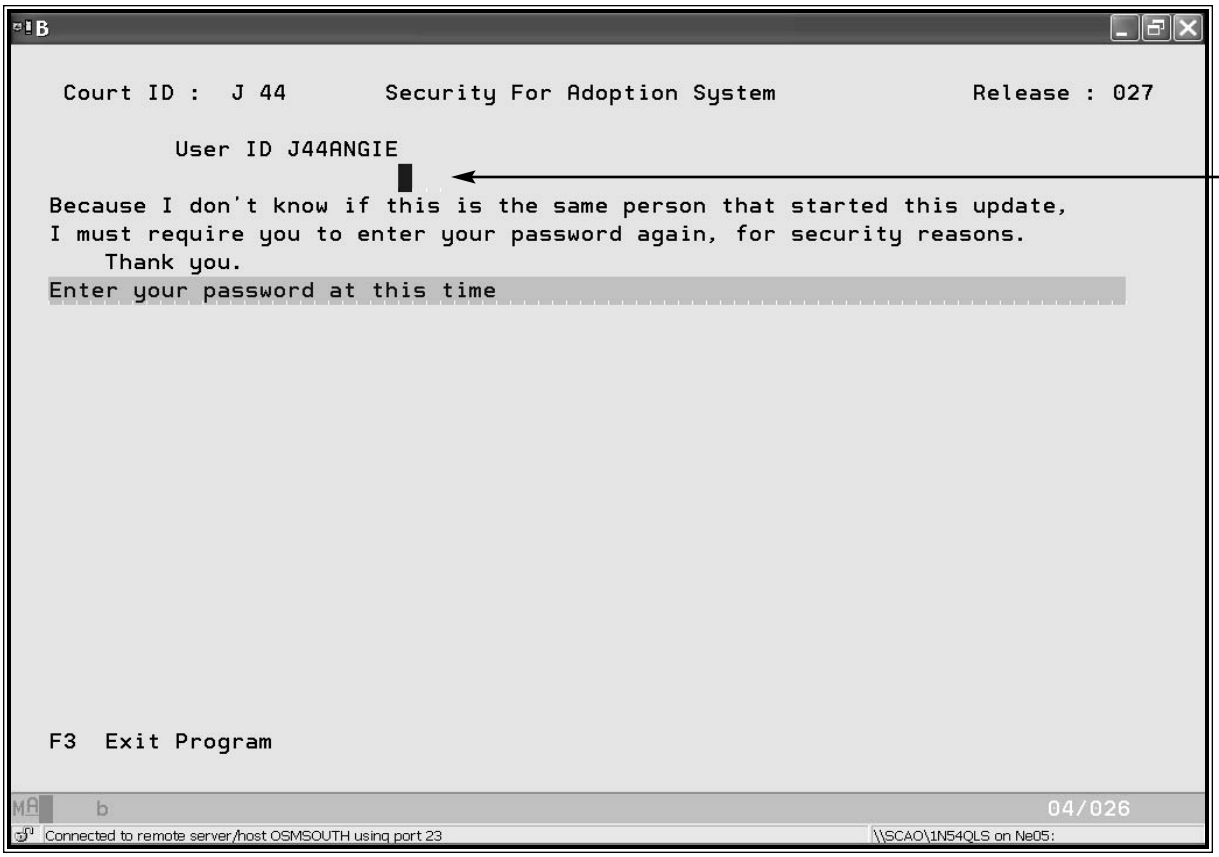
Listed are questions about features that are available throughout the adoption module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

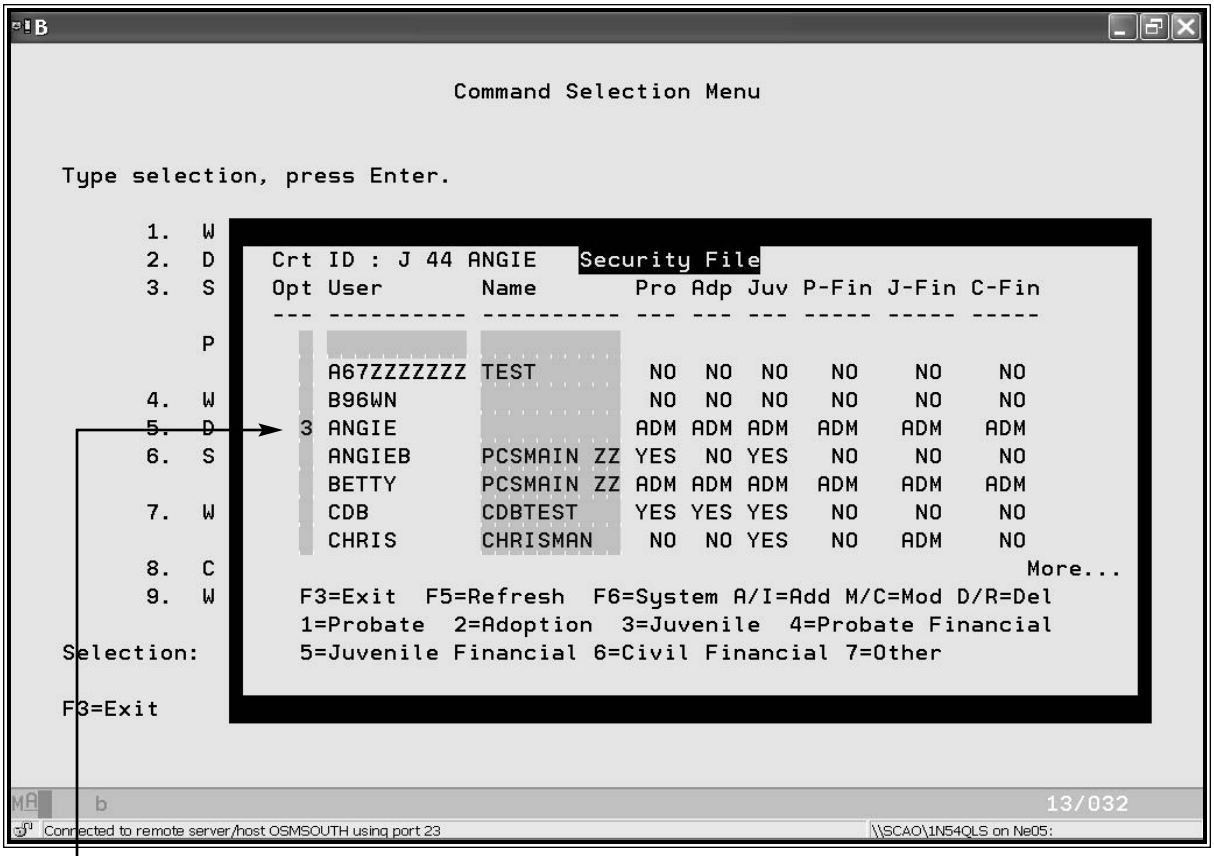


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

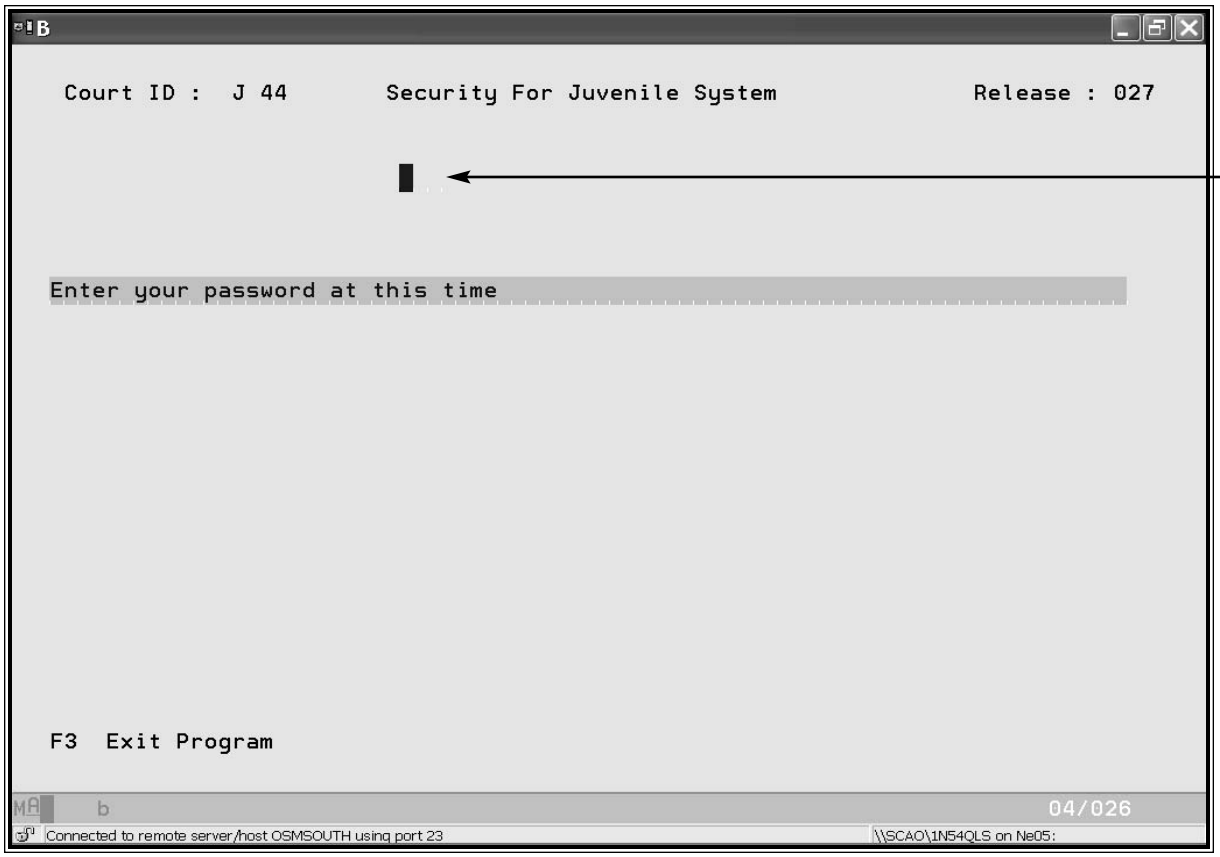
Once you have entered your password, press <Enter> and the system will update the security record for the user your were working on and return you to the main security menu.

Juvenile Security

Juvenile security includes security to access the case, party, event and traffic screens as well as administrative authority over case numbers and printers.

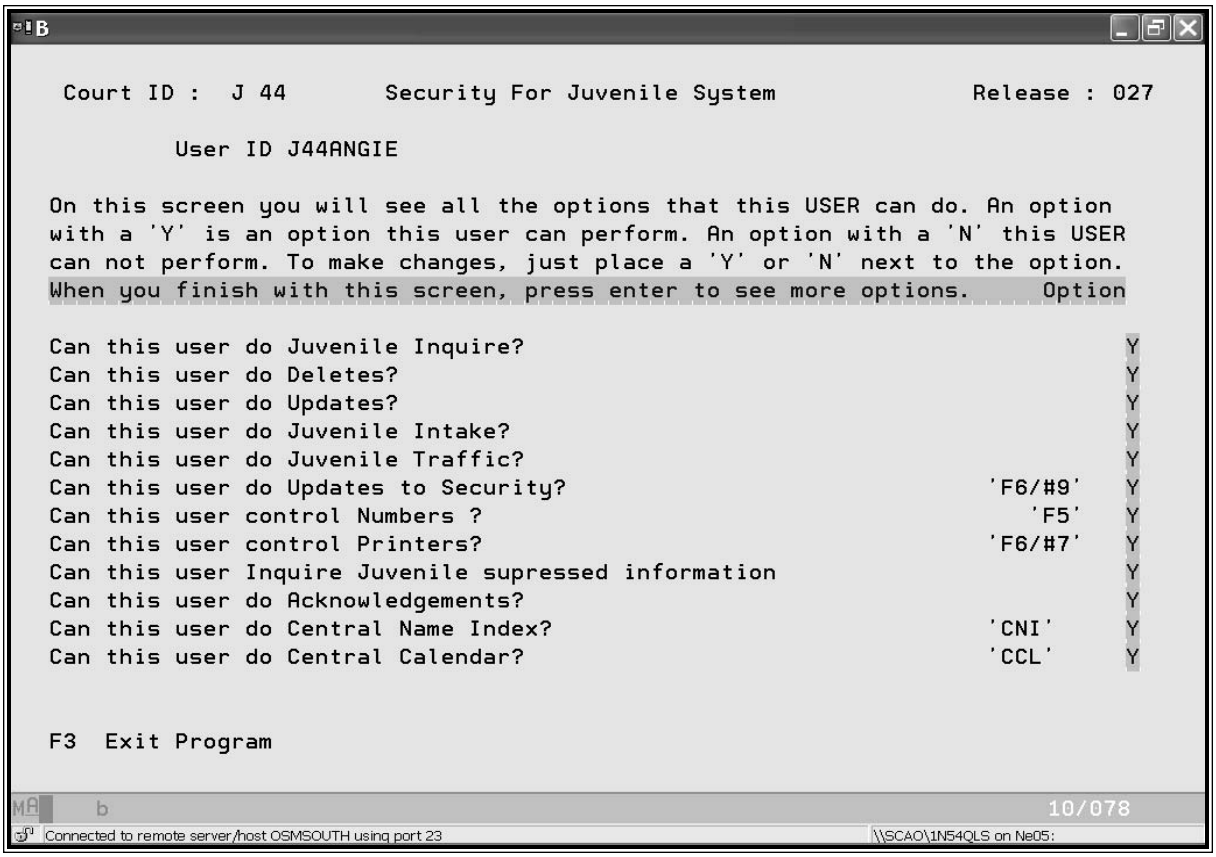


Enter “3” to the left of the user that you want to work with Juvenile security and press <Enter>. The system will display the following screen.



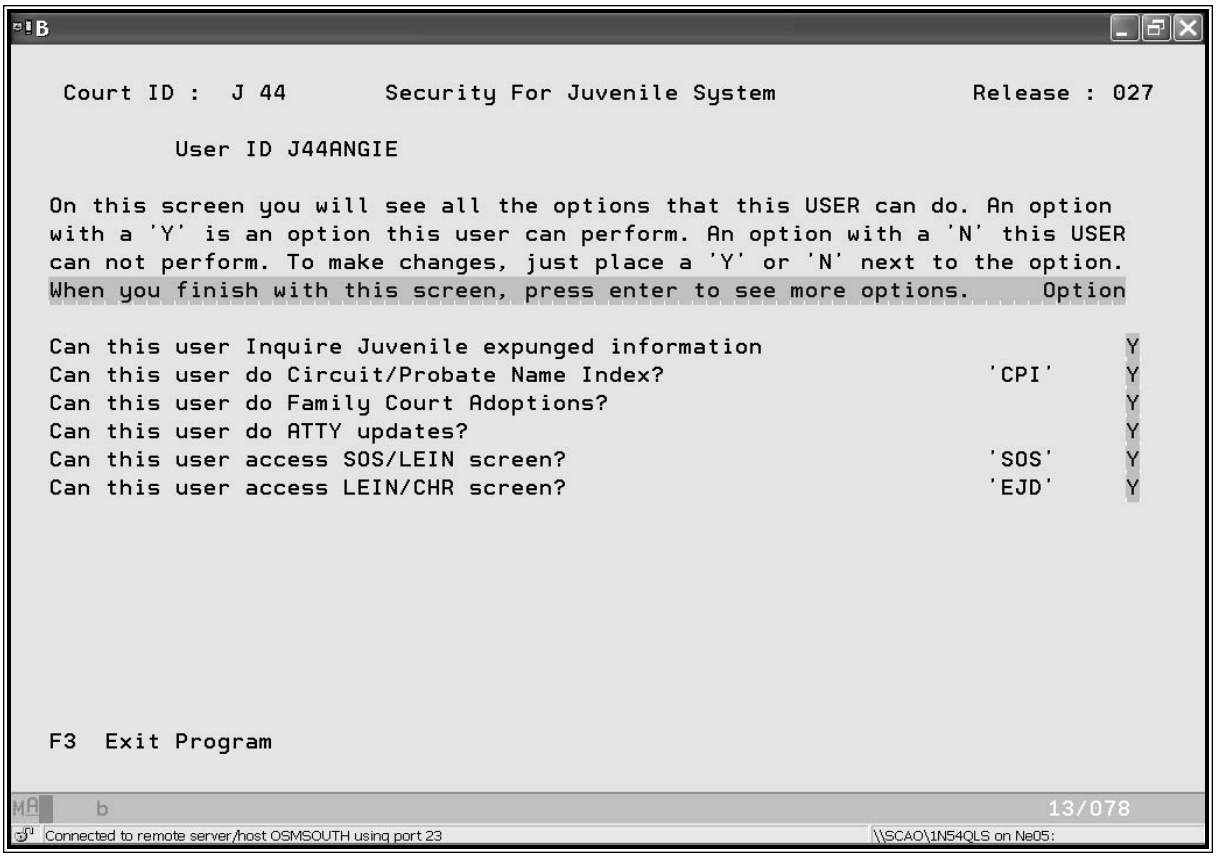
Enter your 3 letter/number password so that the system can verify that you have authority to access this feature.

Press <Enter> and the system will display the following screen.



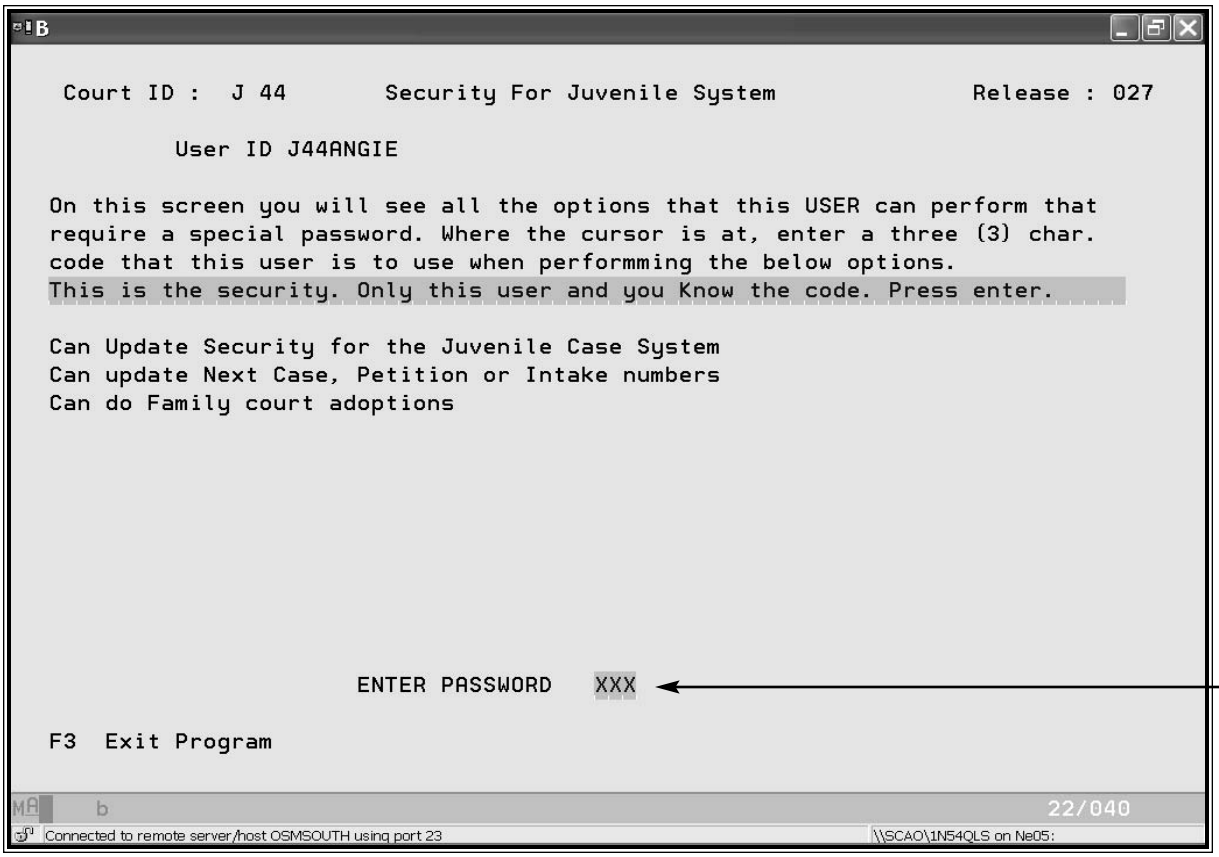
Listed are questions about features that are available throughout the juvenile module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.



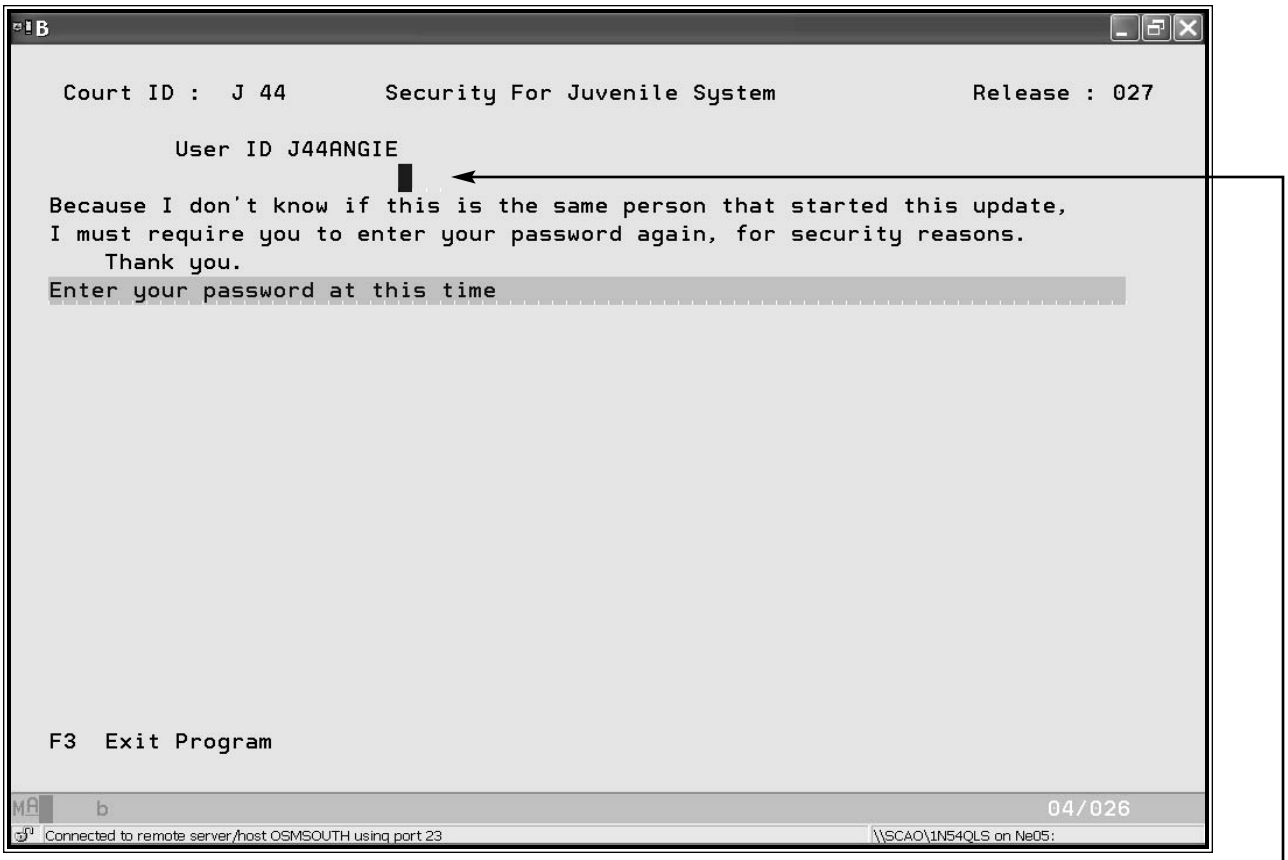
Again, liisted are questions about features that are available throughout the juvenile module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

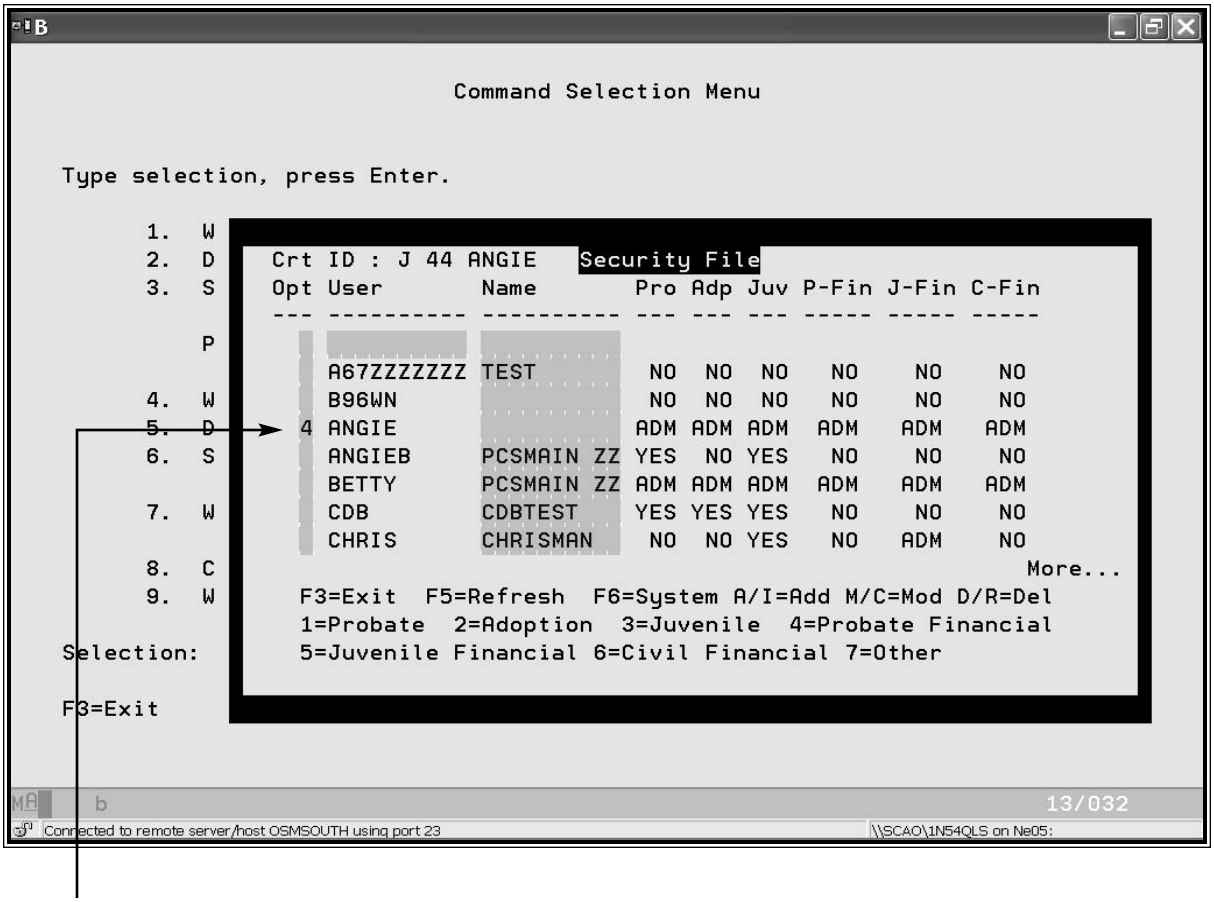


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

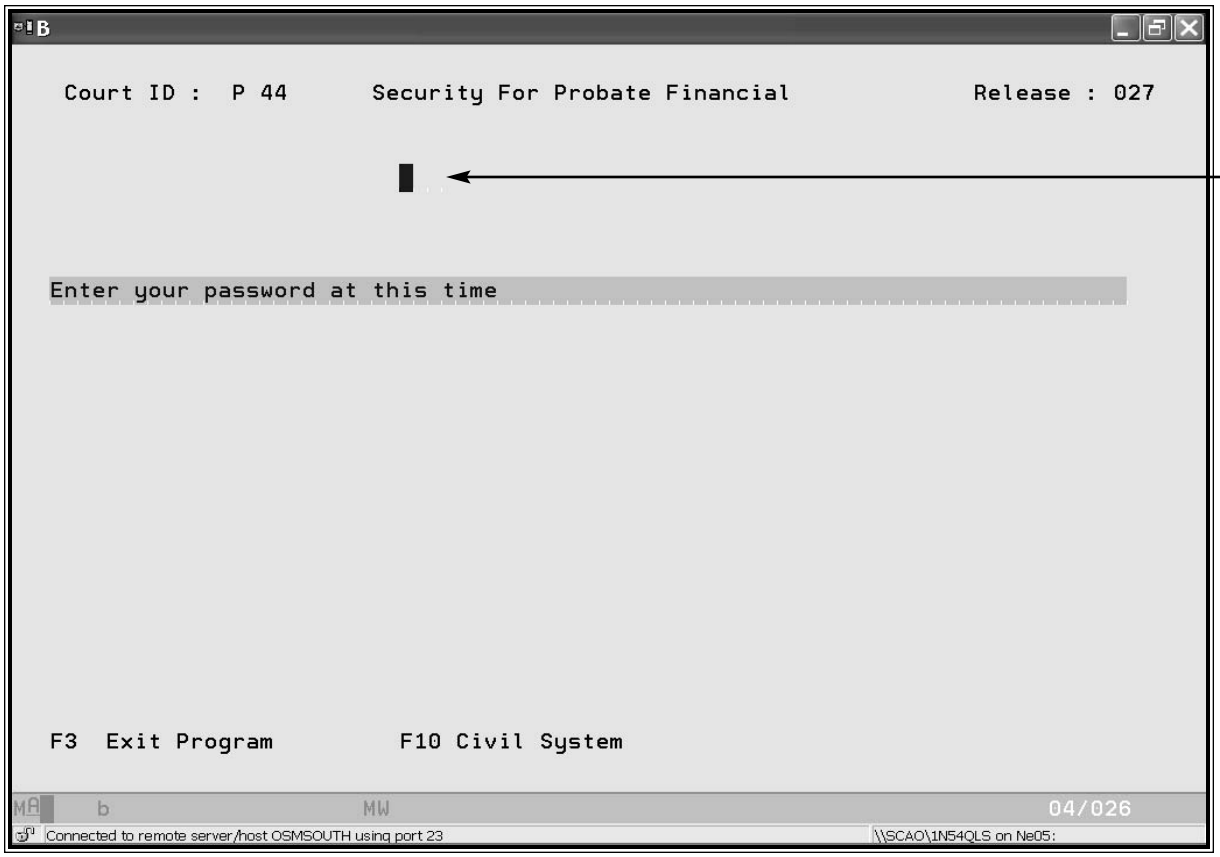
Once you have entered your password, press <Enter> and the system will update the security record for the user your were working on and return you to the main security menu.

Probate Financial Security

Probate financial security includes security for all financial transactions within the probate module as well as administrative functions.

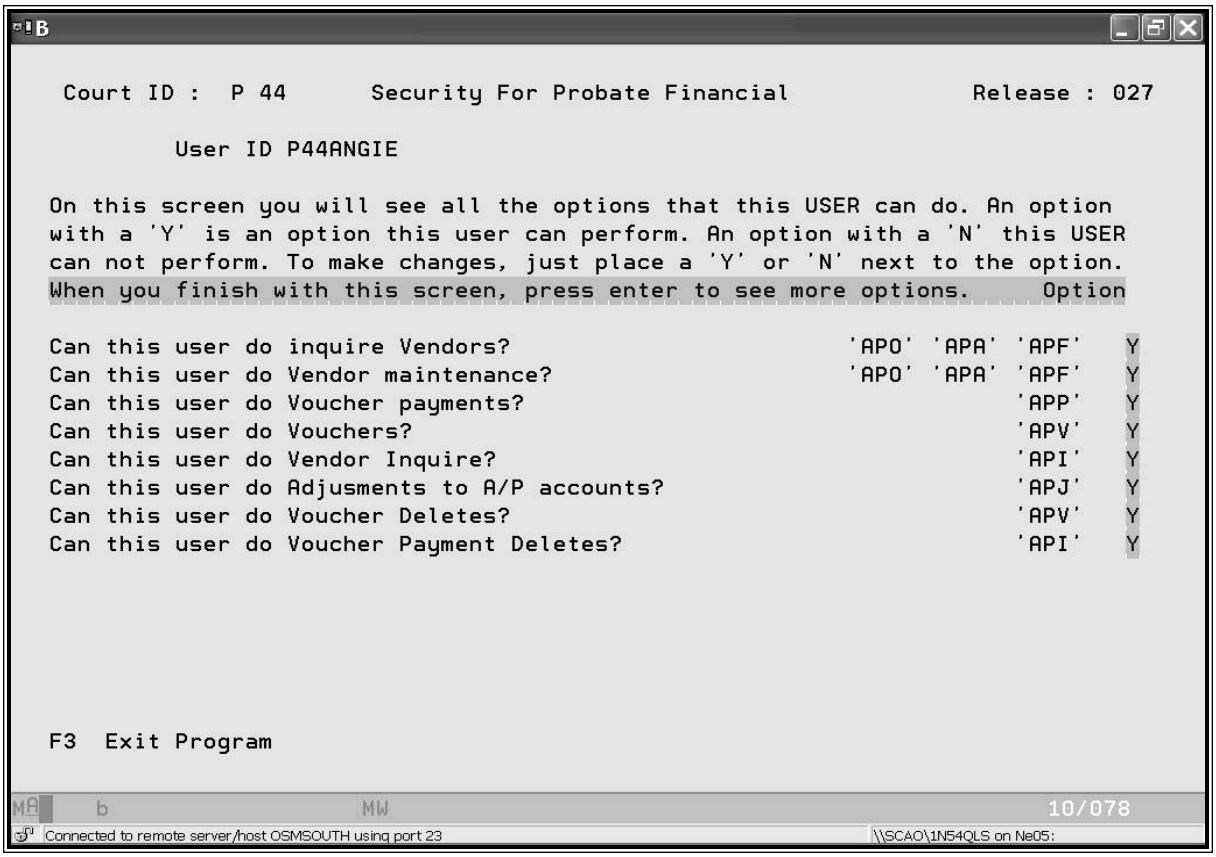


Enter “4” to the left of the user that you want to work with Probate Financial security and press <Enter>. The system will display the following screen.



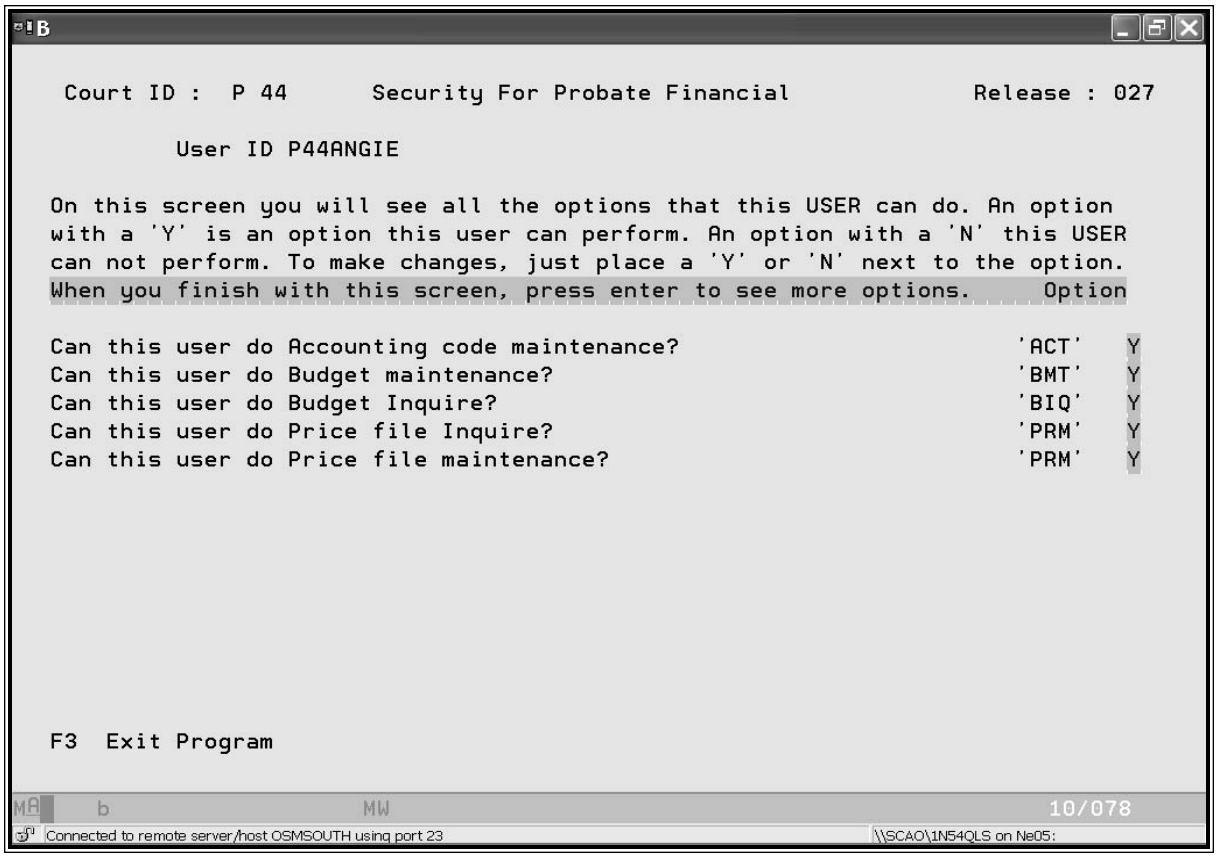
Enter your 3 letter/number password so that the system can verify that you have authority to access this feature.

Press <Enter> and the system will display the following screen.

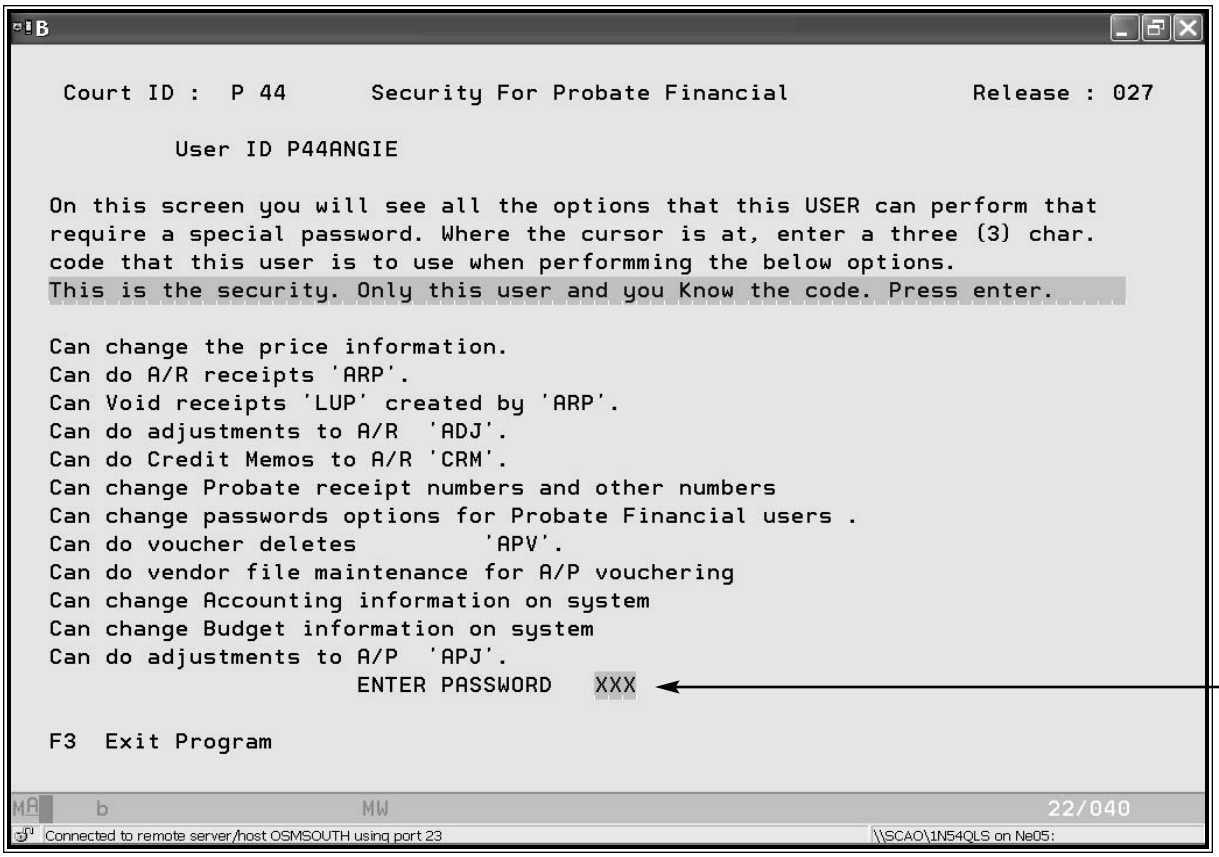


Listed are questions about features that are available throughout the probate financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

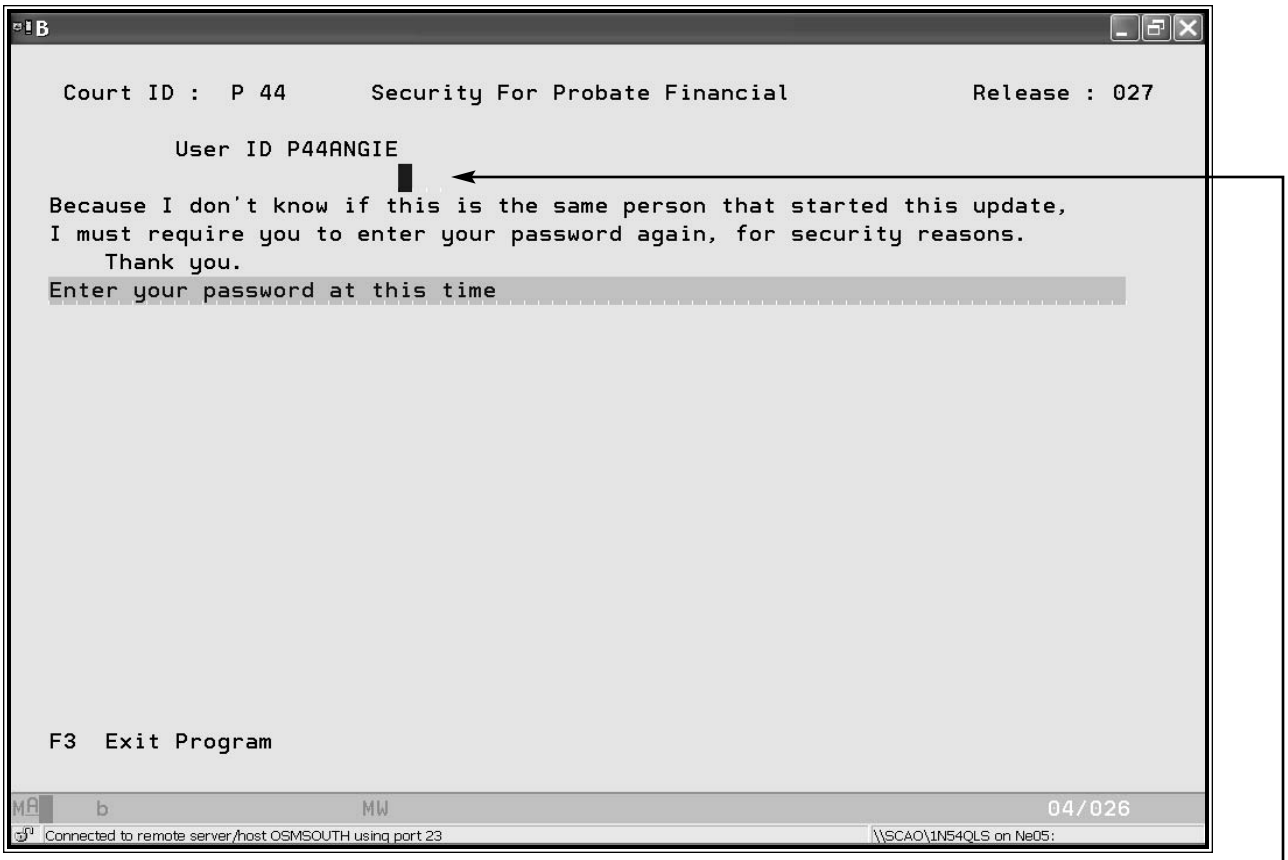


Again, listed are questions about features that are available throughout the probate financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature. There are 10 screens with questions, after you have answered all questions, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

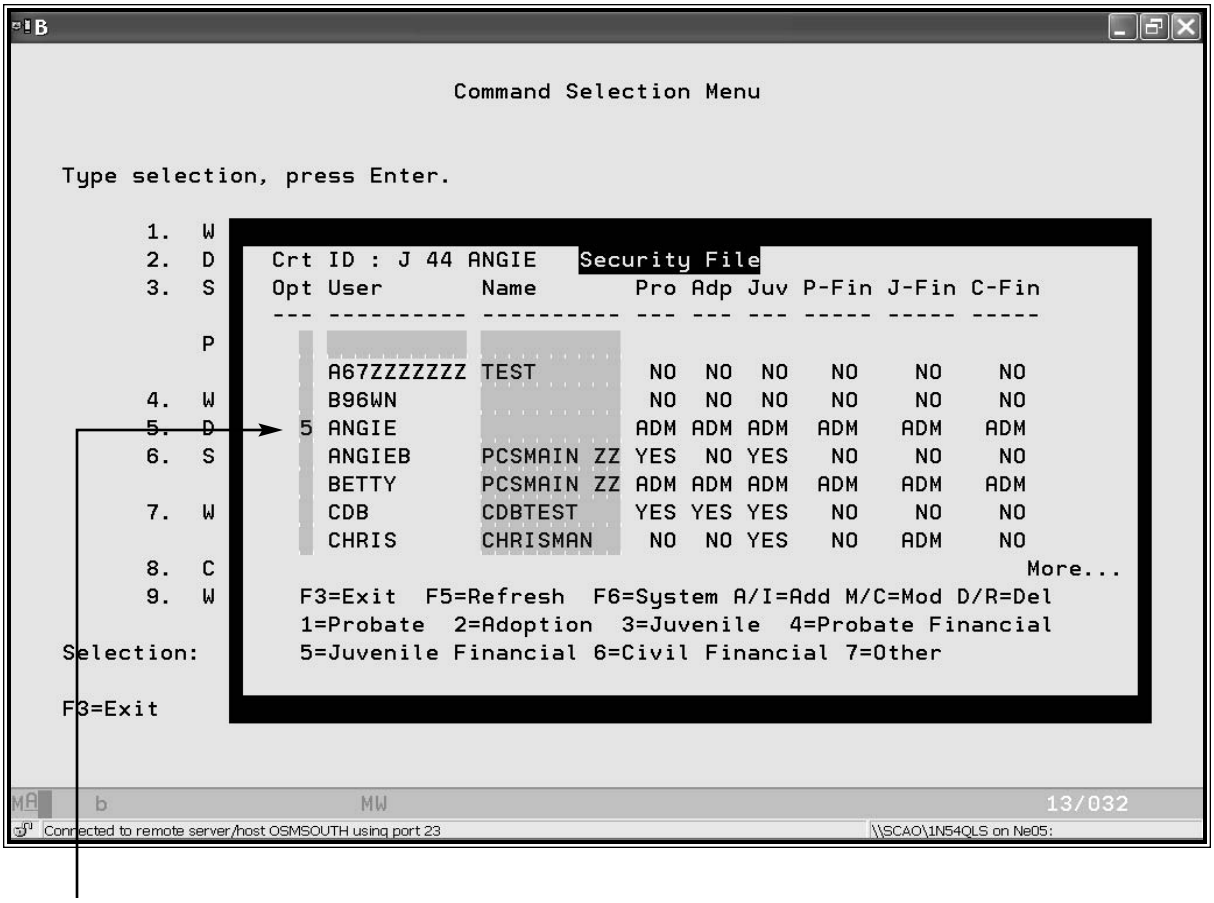


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

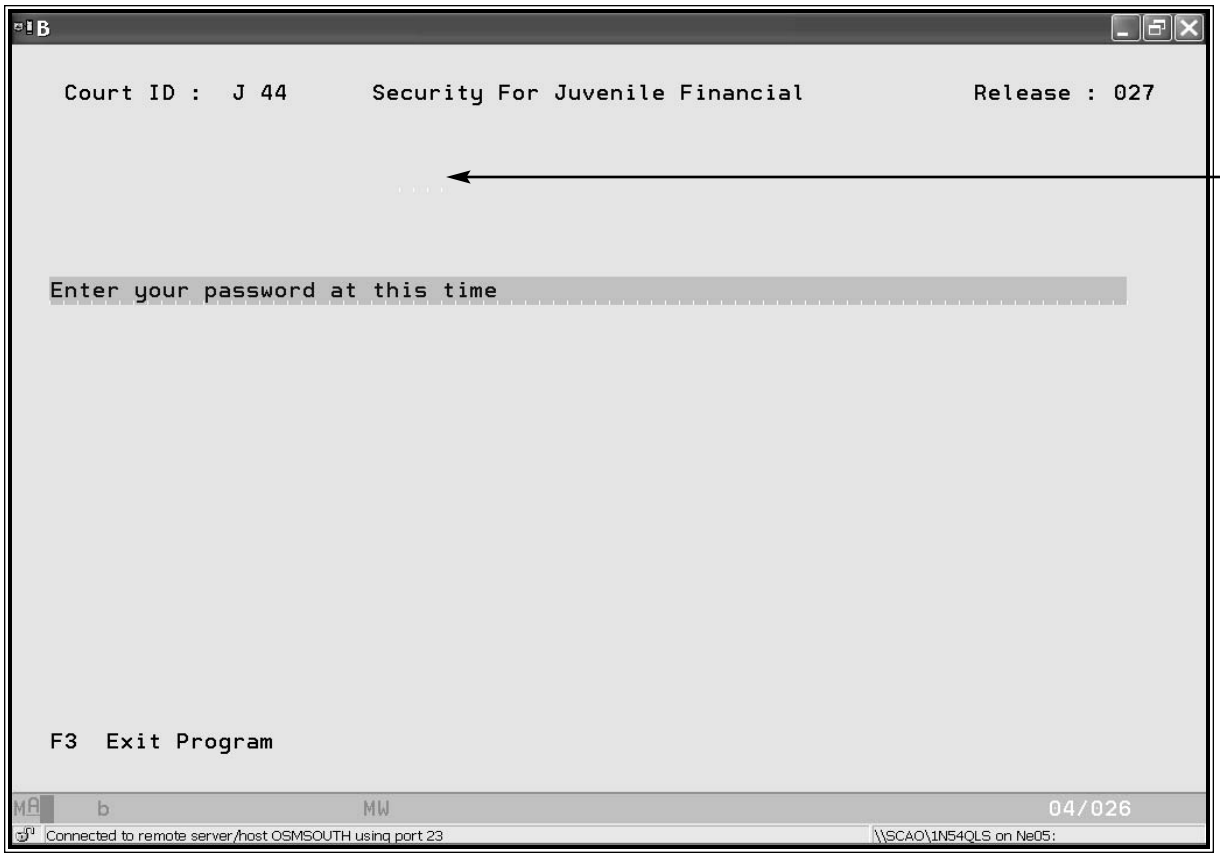
Once you have entered your password, press <Enter> and the system will update the security record for the user your were working on and return you to the main security menu.

Juvenile Financial Security

Juvenile financial security includes security for all financial transactions within the juvenile module as well as administrative functions.

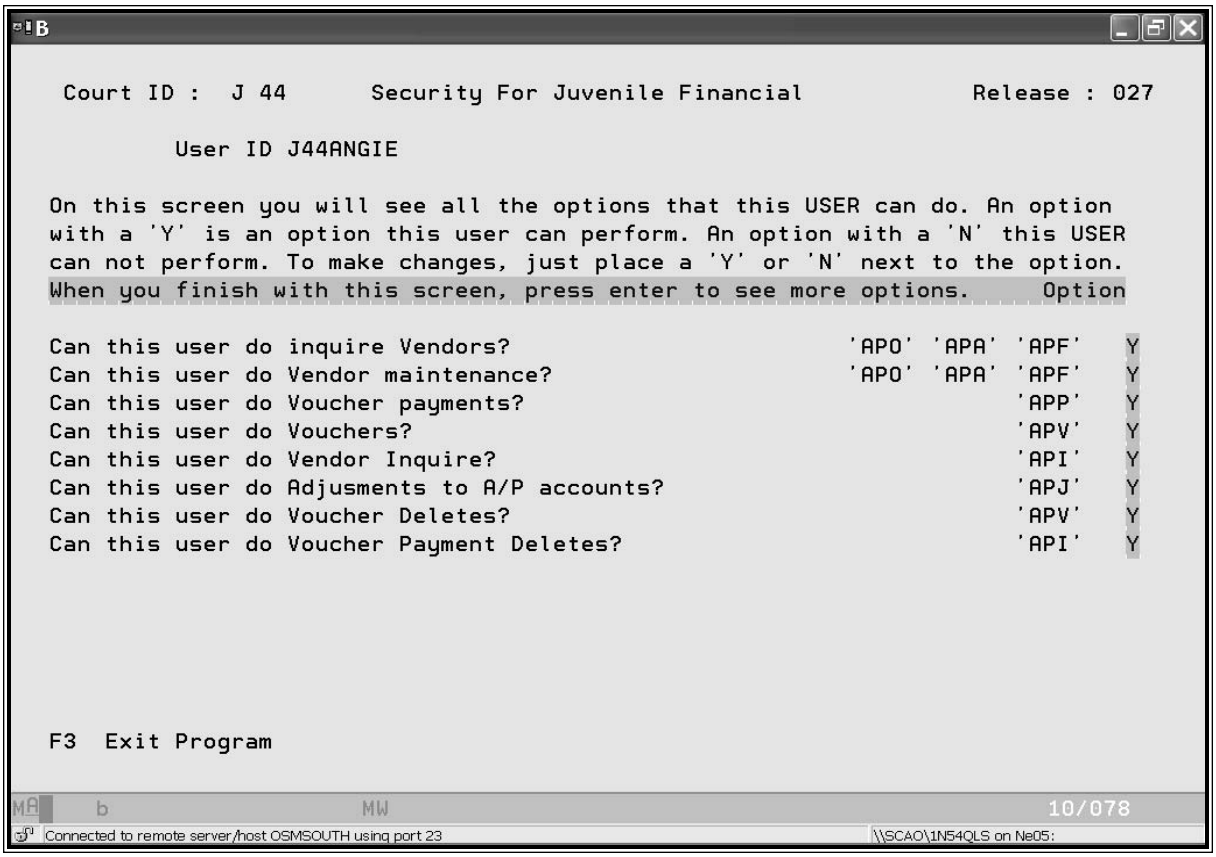


Enter “5” to the left of the user that you want to work with Juvenile Financial security and press <Enter>. The system will display the following screen.



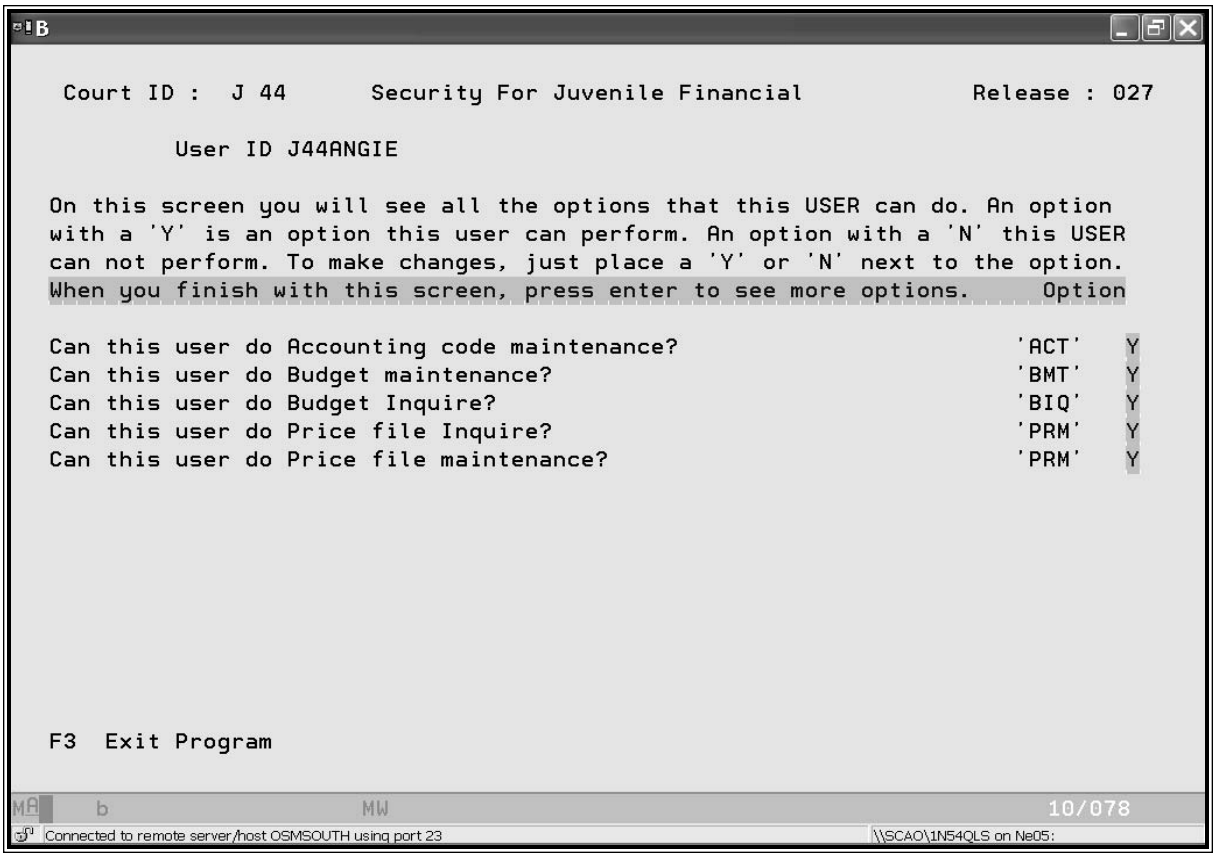
Enter your 3 letter/number password so that the system can verify that you have authority to access this feature.

Press <Enter> and the system will display the following screen.

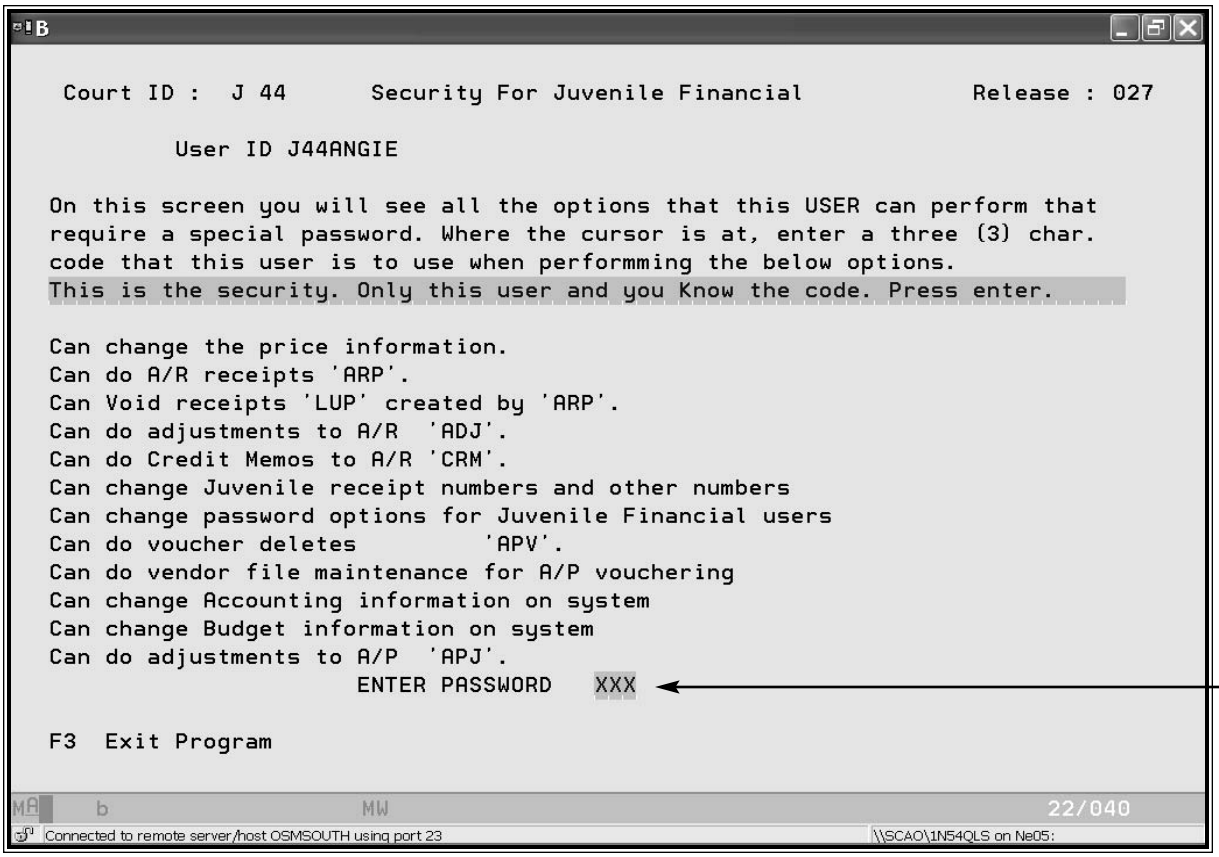


Listed are questions about features that are available throughout the juvenile financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

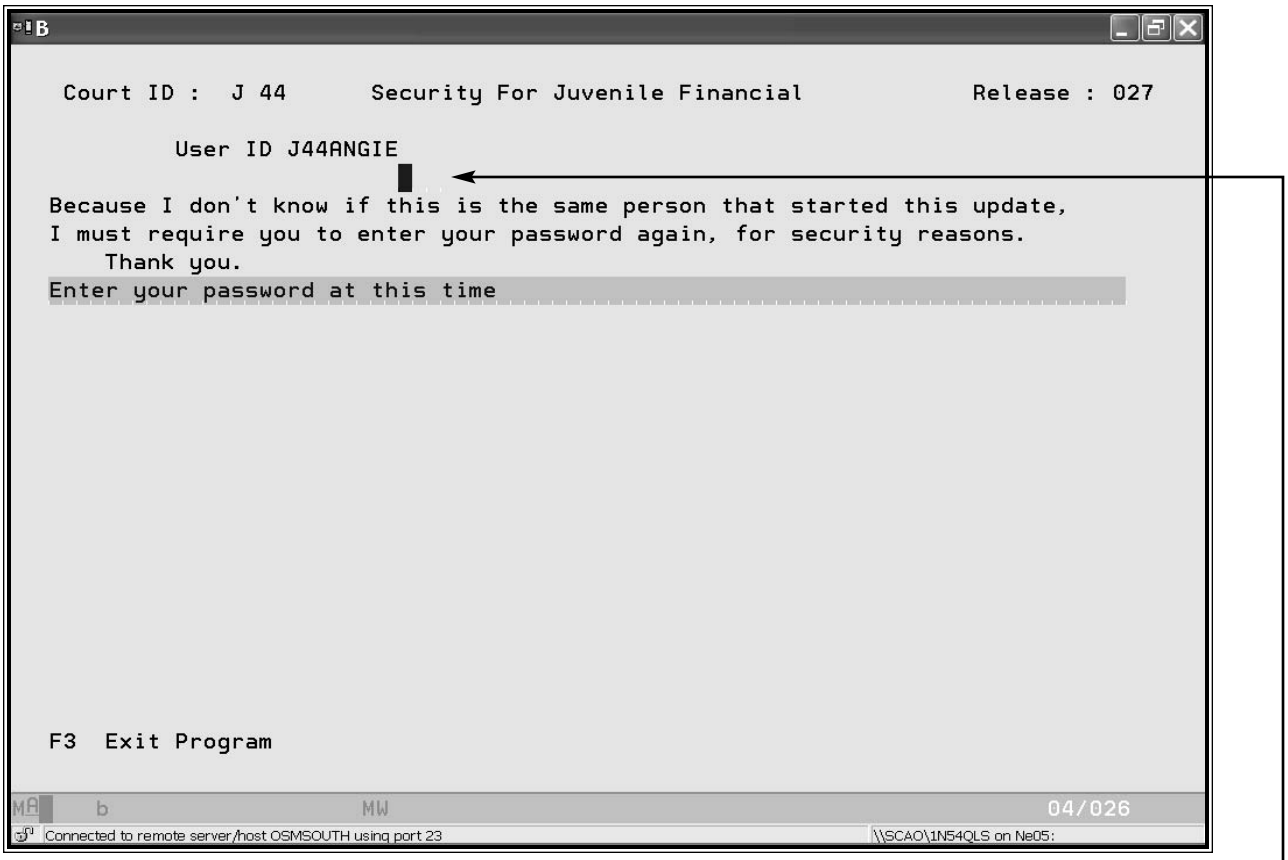


Again, listed are questions about features that are available throughout the juvenile financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature. There are 10 screens with questions, after you have answered all questions, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

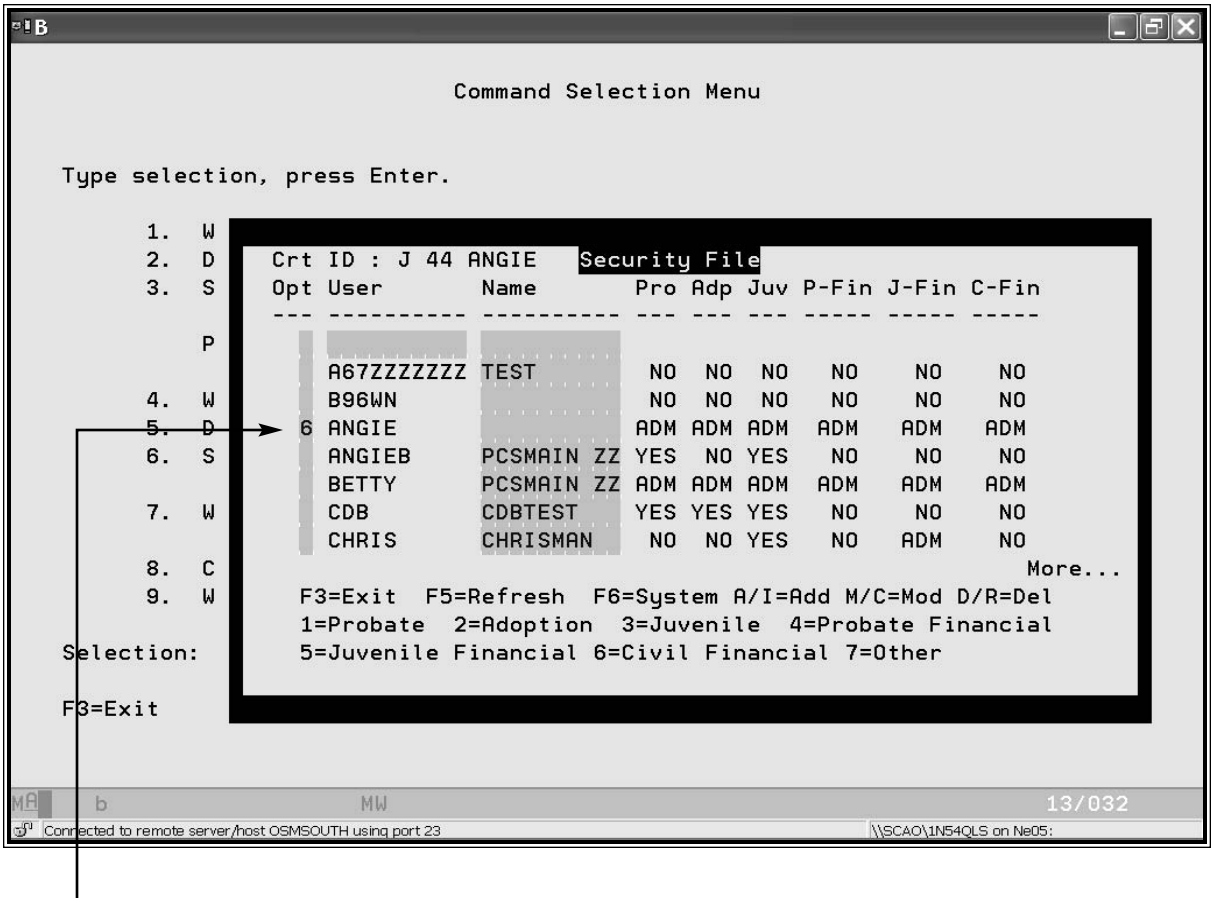


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

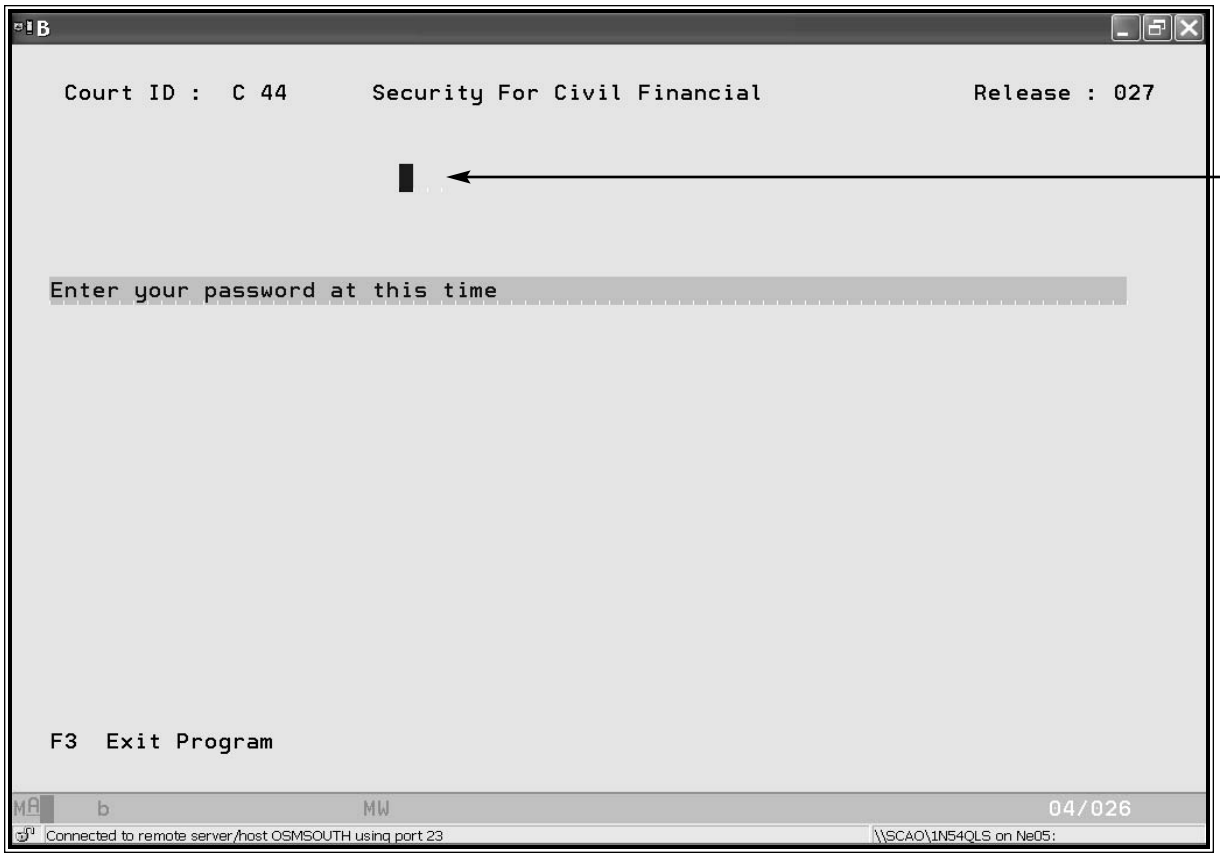
Once you have entered your password, press <Enter> and the system will update the security record for the user your were working on and return you to the main security menu.

Civil Financial Security

Civil financial security includes security for all financial transactions within the civil module as well as administrative functions.

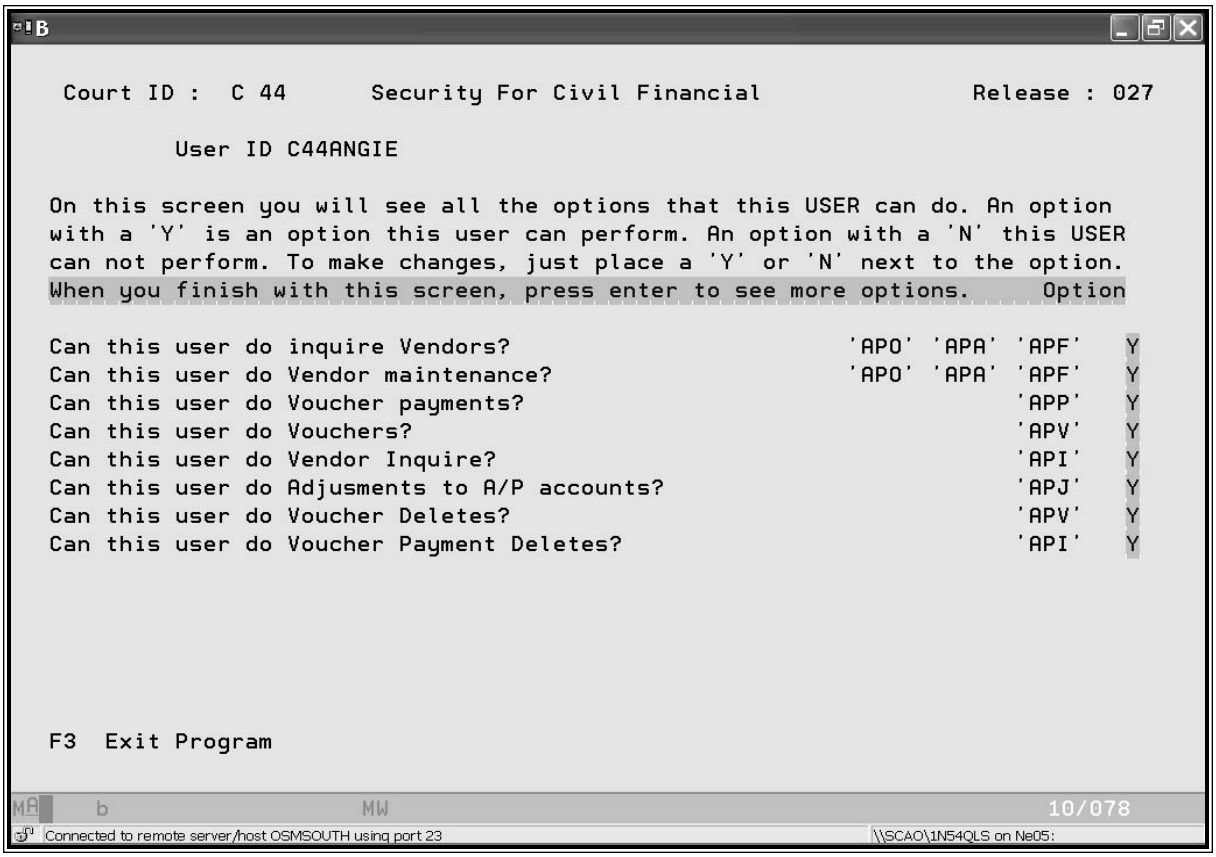


Enter “6” to the left of the user that you want to work with Civil Financial security and press <Enter>. The system will display the following screen.



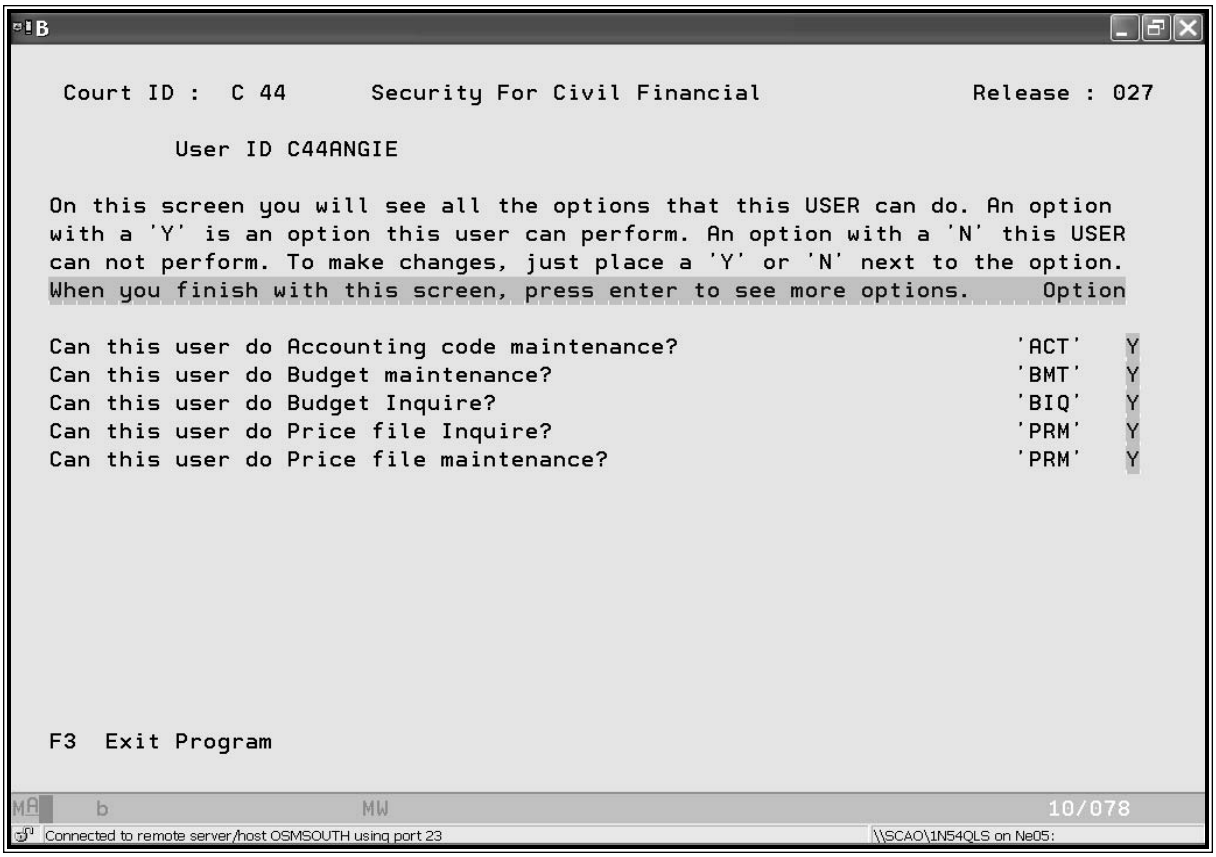
Enter your 3 letter/number password so that the system can verify that you have authority to access this feature.

Press <Enter> and the system will display the following screen.

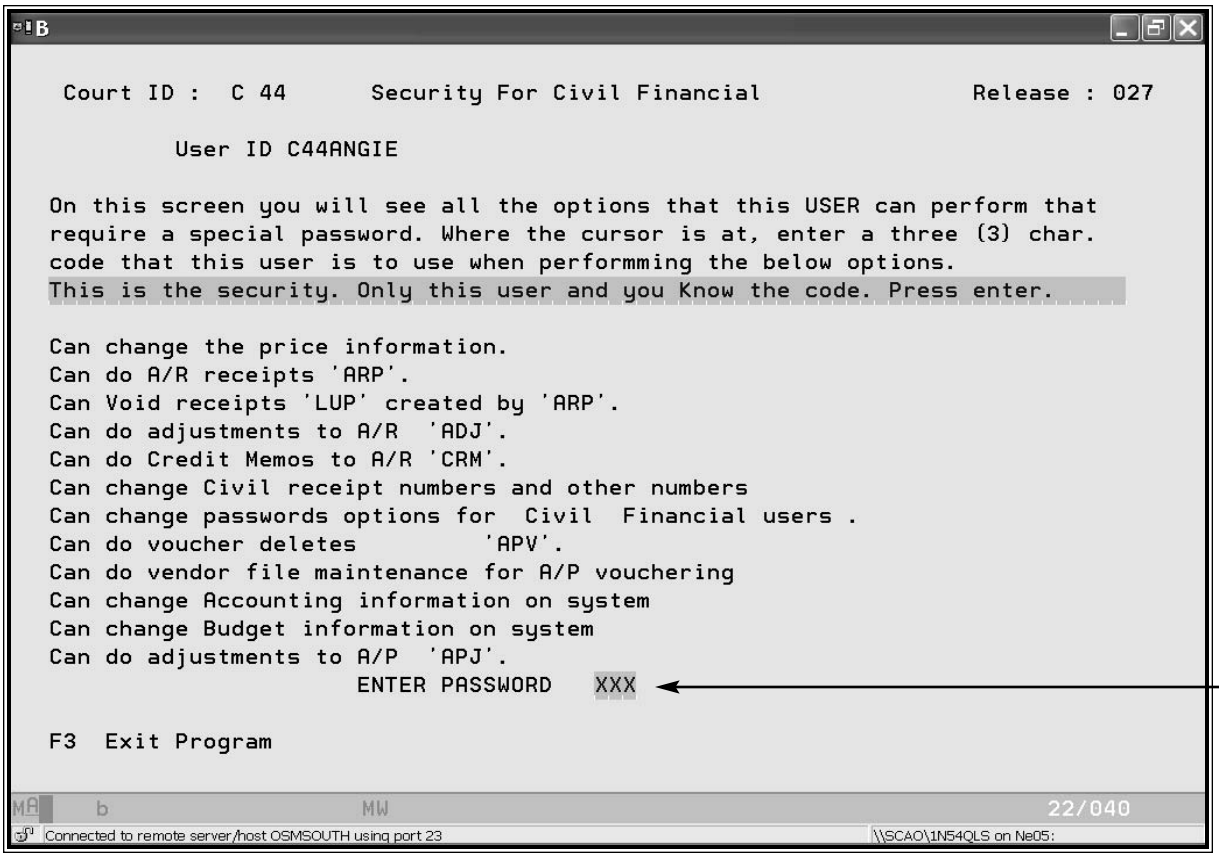


Listed are questions about features that are available throughout the civil financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

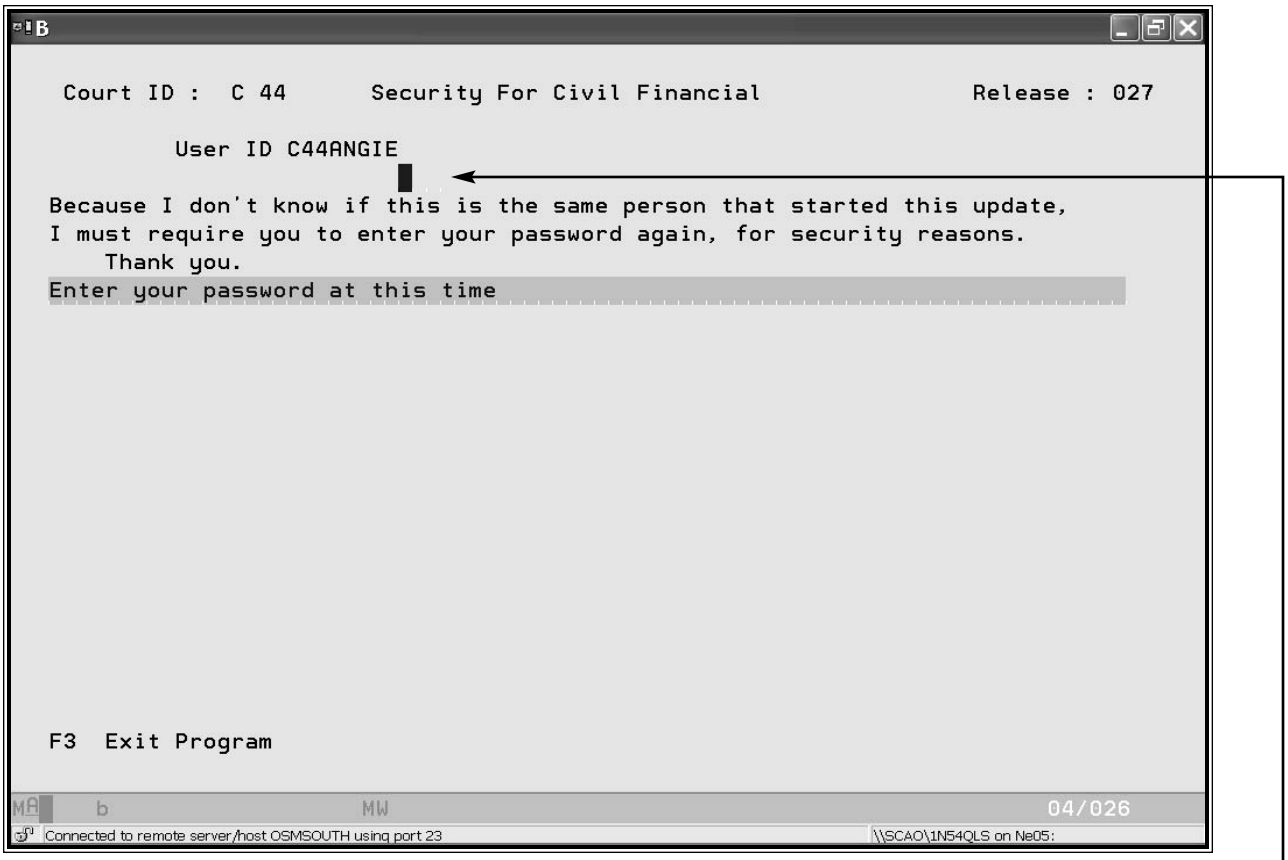


Again, listed are questions about features that are available throughout the civil financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature. There are 10 screens with questions, after you have answered all questions, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.



The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

Once you have entered your password, press <Enter> and the system will update the security record for the user your were working on and return you to the main security menu.